



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#: 24-2044	RFP, BID, QUOTE OR RENEWAL #: Quote #25088806	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$664,623.43
COMMITTEE: TECHNOLOGY	TARGET COMMITTEE DATE: 08/06/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$664,623.43
	CURRENT TERM TOTAL COST: \$664,623.43	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: SHI International Corp.	VENDOR #: 14389	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Travis Oberweis	VENDOR CONTACT PHONE: 888-744-4084	DEPT CONTACT PHONE #: 630-407-5023	DEPT CONTACT EMAIL: Shanita.Thompson@dupagecounty.gov
VENDOR CONTACT EMAIL: travis_oberweis@shi.com	VENDOR WEBSITE: shi.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.). Purchase of laptops, docks, and monitors to replace current equipment that is reaching end of life. Equipment is being purchased for a total cost of \$664,623.43 using the Sourcewell COOP - Technology Products & Solutions Contract #: 121923-SHI.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The replacement of older laptops, docks and monitors will improve performance and remove outdated, failing equipment across County Departments. Many items have become out of warranty and have become more difficult to maintain.

**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. Obtained quotes from different Cooperative Contracts (Sourcewell & Omnia) from SHI, Insight, and CDW-G as well as ITSAVVY.
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). Staff recommends updating equipment

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: SHI International Corp.	Vendor#: 14389	Dept: Information Technology	Division:
Attn: Travis Oberweis	Email: travis_oberweis@shi.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov
Address: 290 Davidson Avenue	City: Somerset	Address: 421 N. County Farm Road	City: Wheaton
State: NJ	Zip: 08873	State: Illinois	Zip: 60187
Phone: 888-744-4084	Fax:	Phone: 630-407-5037	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SHI International Corp.	Vendor#: 14389	Dept: Information Technology	Division:
Attn:	Email:	Attn: Shanita Thompson	Email: Shanita.Thompson@dupagecounty.gov
Address: P.O. Box 952121	City: Dallas	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 75395-2121	State: Illinois	Zip: 60187
Phone:	Fax:	Phone: 630-407-5023	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 20, 2024	Contract End Date (PO25): Aug 19, 2025

## Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	20	EA	HP, Inc. - Part#: 894F6UT#ABA	HP ZBook Studio G10 Mobile Workstation - Wolf Pro Security - Intel Core i7 - 13800H / up to 5.2 GHz - Win 11 Pro - RTX A1000 - 32 GB RAM - 1 TB SSD NVMe, TLC - 16" OLED touchscreen 3840 x 2400 (WQUXGA) - IEEE 802.11b, IEEE 802.11a, IEEE 802.11g, IEEE 802 Note: TOUCHSCREEN OPTION	FY24	1100	1215	52100	COVID-19_ IT	2,364.37	47,287.40
2	20	EA	HP, Inc. - Part#: U17XRE	Electronic HP Care Pack Next Business Day Active Care Service	FY24	1000	1110	53370		83.33	1,666.60
3	260	EA	HP, Inc. - Part#: A14SKUT#ABA	HP EliteBook 860 G11 Notebook - Wolf Pro Security - Intel Core Ultra 7 - 165U / up to 4.9 GHz - vPro - Win 11 Pro - Intel Graphics - 16 GB RAM - 512 GB SSD NVMe, TLC - 16" IPS 1920 x 1200 - IEEE 802.11b, IEEE 802.11a, IEEE 802.11g, IEEE 802.11n, IEEE 802	FY24	1000	1110	52100		1,128.25	293,345.00
4	260	EA	HP, Inc. - Part#: U85XB	Electronic HP Care Pack Premium+ Onsite Support with Telemetry - Extended service agreement - parts and labor - 3 years - on-site - 9x5 - response time: NBD - for Elite x360; EliteBook 1040 G11, 83X G11, 845 G7, 84X G11, 86X G11	FY24	1000	1110	53370		72.92	18,959.20
5	145	EA	HP, Inc. - Part#: A6TE3UT#ABA	HP EliteBook 860 G11 - Intel - Core Ultra 7 - 155U - 1.7GHz - 16Inch - Touch Screen - 1920 x 1200 - DDR5 - 16GB RAM - PCIe NVMe - No Hard Drive Capacity / HDD HDD - 512GB SSD - No Hard Drive / Spindle Speed - No Optical Storage Type - AC Adapters - 65Wat	FY24	1100	1215	52100	COVID-19_ IT	1,049.07	152,115.15
6	145	EA	HP, Inc. - Part#: U85WME	Electronic HP Care Pack Premium+ Onsite Support with Telemetry - Extended service agreement - parts and labor - 3 years - on-site - 9x5 - response time: NBD - for Elite x360; EliteBook 830 G11, 835 G11, 840 G11, 845 G11, 860 G11, 865 G11	FY24	1100	1215	53370	COVID-19_ IT	140.62	20,389.90
7	285	EA	HP, Inc. - Part#: 5TW10AA#ABA	HP USB-C Dock G5 U.S. - English localization - Windows 10; Windows 11; macOS; Chrome OS - One-year limited warranty.	FY24	1100	1215	52100	COVID-19_ IT	125.53	35,776.05
8	432	EA	Acer - Part#: UM.QB7AA.E02	Acer Vero B247Y Ebmiprx	FY24	1000	1110	52100		150.59	65,054.88

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
9	25	EA	HP, Inc. - Part#: A14SKUT#ABA	HP EliteBook 860 G11 Notebook - Wolf Pro Security - Intel Core Ultra 7 - 165U / up to 4.9 GHz - vPro - Win 11 Pro - Intel Graphics - 16 GB RAM - 512 GB SSD NVMe, TLC - 16" IPS 1920 x 1200 - IEEE 802.11b, IEEE 802.11a, IEEE 802.11g, IEEE 802.11n, IEEE 802	FY24	1400	6120	52100		1,128.25	28,206.25
10	25	EA	HP, Inc. - Part#: U85XBE	Electronic HP Care Pack Premium+ Onsite Support with Telemetry - Extended service agreement - parts and labor - 3 years - on-site - 9x5 - response time: NBD - for Elite x360; EliteBook 1040 G11, 83X G11, 845 G7, 84X G11, 86X G11	FY24	1400	6120	53370		72.92	1,823.00
<b>FY is required, ensure the correct FY is selected.</b>										Requisition Total	\$ 664,623.43

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. Please send PO and correspondences to Sarah Godzicki and Shanita Thompson.
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.