



# Procurement Review Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions  
Attach Required Vendor Ethics Disclosure Statement

Date: Apr 3, 2024

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Vendor:</b> Toshiba Business Solutions, a division of Toshiba America Business Solutions, Inc.	<b>Vendor #:</b> 14171	<b>Contract Term:</b> 5/25/24-3/31/29	<b>Contract Total:</b> \$94,450.00
<b>Dept:</b> ETSB	<b>Contact:</b> Eve Kraus	<b>Phone:</b> 630-550-7743	<b>Assigned Committee:</b> ETSB
<b>Description of Procurement/ Scope of Work/ Background</b>	Recommendation to ratify approval of Purchase Order 924012/6956-1 to Toshiba Business Solutions, a division of Toshiba America Business Solutions, Inc. to furnish and deliver multi-functional digital copiers and printers to ETSB, Addison Consolidated Dispatch Center (ACDC), and DU-COMM through March 31, 2029. The requested amount is \$94,450.00.		
<b>Reason for Procurement</b>	The County agreement PO 6956-1 with Toshiba, the lowest responsible bidder, allows ETSB to procure copier services for ETSB, ACDC, and DU-COMM.		
<b>FUNDING SOURCE</b>			

- ☒ Procurement budgeted for (FY and budget code(s)): FY24-29 4000-5820-53410
- ☒ Budget Transfer (Date) Apr 10, 2024 Add'l Information 4000-5820-53828 to 4000-5820-54100-0700 and 4000-5820-53830-0001

### DECISION MEMO NOT REQUIRED

- ☒ LOWEST RESPONSIBLE QUOTE # or BID # 24-019-IT (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)
- ☐ RENEWAL, Enter Bid # \_\_\_\_\_ ☐ Intergovernmental Agreement
- ☐ SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- ☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00 ☐ Public Utility
- ☐ PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

### DECISION MEMO REQUIRED

- ☐ Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- ☐ EXPLANATION OF REQUEST FOR PROPOSAL RFP # \_\_\_\_\_ (include Evaluation Summary if applicable)
- ☐ RENEWAL OF RFP # \_\_\_\_\_
- ☐ PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- ☐ OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- ☐ REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- ☐ OTHER THAN LOWEST RESPONSIBLE, BID # \_\_\_\_\_

### PREPARED BY AND APPROVAL(S) (Initials Only)

EK	Apr 3, 2024	LMZ	Apr 3, 2024	N/A	
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required	Date

### REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date