



Procurement Review Checklist

Procurement Services Division

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

Date: May 2, 2023

MinuteTraq (IQM2) ID #: _____

Vendor: Insight Public Sector	Vendor #: 10809	Contract Term: One time	Contract Total: \$66,330.00
Dept: ETSB	Contact: Eve Kraus	Phone: 630-550-7743	Assigned Committee: ETSB
Description of Procurement/ Scope of Work/ Background	Recommendation for the approval of a contract to Insight Public Sector PO 923010 to provide 500 GTS H7038IS-LI portable radio batteries for the APX7000XE fire radios per lowest responsible Bid 23-052-ETSB. Total amount of \$66,330.00.		
Reason for Procurement	Replacement batteries for the APX7000XE fire radios for immediate use in the field to bridge the deployment gap for the new APXNext XN fire radio.		

FUNDING SOURCE

- ☒ Procurement budgeted for (FY and budget code(s)): FY23-24 4000-5820-52250
- ☒ Budget Transfer (Date) May 10, 2023 Add'l Information 4000-5820-53828 to 4000-5820-52250

DECISION MEMO NOT REQUIRED

- ☒ LOWEST RESPONSIBLE QUOTE # or BID # 23-052-ETSB (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	May 2, 2023	LMZ	May 2, 2023	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required

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