



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: FI-P-0002-26	RFP, BID, QUOTE OR RENEWAL #: CDW Quote #1CJNBDV	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$129,396.16
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 02/24/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$129,396.16
	CURRENT TERM TOTAL COST: \$129,396.16	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: CDW Government	VENDOR #: 10667	DEPT: Information Technology	DEPT CONTACT NAME: Shanita Thompson
VENDOR CONTACT: Thomas Sanders	VENDOR CONTACT PHONE: 877-673-2173	DEPT CONTACT PHONE #: 630-407-5023	DEPT CONTACT EMAIL: shanita.thompson@dupagecounty.c gov
VENDOR CONTACT EMAIL: thomas.sanders@cdwg.com	VENDOR WEBSITE: cdwg.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.). Request to acquire new equipment for Election Commission that meets current operational, performance, and security standards to ensure continuity of services, improve reliability, and reduce maintenance risks associated with aging assets. Per OMNIA City of Mesa Contract #2024056-01 - GOV (2024056-01)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This will replace obsolete units that are no longer supported by warranty, experience frequent failures, or no longer meet current business or technical requirements.			

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. OMNIA City of Mesa Contract #2024056-01 - GOV (2024056-01) contract
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) Do not purchase laptops, leaving Election Commission Staff with devices that do not meet the necessary performance requirements. 2) Approve the purchase to ensure secure system reliability, efficiency, and timely processing.

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: CDW Government	Vendor#: 10667	Dept: DuPage County Clerk	Division: Election Commission
Attn: Thomas Sanders	Email: thomas.sanders@cdwg.com	Attn: Scott MacKay	Email: scott.mackay@dupagecounty.gov
Address: 75 Remittance Drive, Suite 1515	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60675-1515	State: IL	Zip: 60187
Phone: 312-547-2410	Fax:	Phone: 630-407-5627	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: CDW Government	Vendor#: 10667	Dept: Information Technology	Division:
Attn: Thomas Sanders	Email: Thomas.Sanders@cdwg.com	Attn: Shanita Thompson	Email: shanita.thompson@dupagecounty.gov
Address: 75 Remittance Drive, Suite 1515	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60675-1515	State: IL	Zip: 60187
Phone: 312-547-2410	Fax:	Phone: 630-407-5023	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 02/24/2026	Contract End Date (PO25): 11/30/2026

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	50	EA	Mfg. Part#: 5TW10AA#AB A Contract: OMNIA Mesa 2024056-01 - GOV (2024056-01)	HP USB-C Dock G5 Business Docking Station Black	FY26	5000	4250	54100	IVRS2026	199.69	9,984.50
2	20	EA	Mfg. Part#: B11B261202 Contract: OMNIA Mesa 2024056-01 - GOV (2024056-01)	Epson DS-530 II - document scanner - desktop - USB 3.0	FY26	5000	4250	54100	IVRS2026	383.04	7,660.80
3	25	EA	Mfg. Part#: 2112552 Contract: OMNIA Mesa 2024056-01 - GOV (2024056-01)	Dymo LabelWriter 550 - label printer - B W - direct thermal	FY26	5000	4250	54100	IVRS2026	139.46	3,486.50
4	50	EA	Mfg. Part#: 920-009782 Contract: OMNIA Mesa 2024056-01 - GOV (2024056-01)	Logitech MK295 Silent - keyboard and mouse set - graphite	FY26	5000	4250	54100	IVRS2026	33.57	1,678.50
5	50	EA	Mfg. Part#: DP- H-TM UNSPSC: 26121604 Contract: OMNIA Mesa 2024056-01 - GOV (2024056-01)	Link 10" DisplayPort (M) to HDMI (F) Video Adapter	FY26	5000	4250	54100	IVRS2026	16.09	804.50
6	50	EA	Mfg. Part#: BG6K8UT#ABA Contract: OMNIA Mesa 2024056-01 - GOV (2024056-01)	HP EliteBook 8 G1i 16" Notebook - WUXGA - 60 Hz - Intel Core Ultra 7 255U -	FY26	5000	4250	54100	IVRS2026	2,032.64	101,632.00
7	50	EA	Mfg. Part#: U4395E UNSPSC: 81112307 Electronic distribution - NO MEDIA Contract: OMNIA Mesa 2024056-01 - GOV (2024056-01)	HP Care Pack Services Pickup and Return Service - 3 Years	FY26	5000	4250	54100	IVRS2026	77.70	3,885.00
8	3	EA	Mfg. Part#: BE600M1 UNSPSC: 26111701 Contract: OMNIA Mesa 2024056-01 - GOV (2024056-01)	APC Back-UPS 600VA 7-Outlet 1-USB Battery Back-Up and Surge Protector	FY26	5000	4250	54100	IVRS2026	88.12	264.36
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 129,396.16

<i>Comments</i>	
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 make sure that Scott MacKay, Sarah Godzicki, and Shanita Thompson are in the emails 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.