



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1084	RFP, BID, QUOTE OR RENEWAL #: 23TLW-617566/C	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$79,891.50
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 03/21/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$79,891.50
	CURRENT TERM TOTAL COST: \$79,891.50	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Krueger International, Inc.	VENDOR #: 11590	DEPT: Circuit Court	DEPT CONTACT NAME: Katherine Thompson
VENDOR CONTACT: Anson Arndt	VENDOR CONTACT PHONE: 630-364-9180	DEPT CONTACT PHONE #: 630-407-8901	DEPT CONTACT EMAIL: katherine.thompson@18thjudicial.org
VENDOR CONTACT EMAIL: anson.arndt@ki.com	VENDOR WEBSITE:	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.). To furnish and deliver replacement audience seating for courtrooms 2000, 2001, 2002, 2011, 3002, and 3003 for the HJH Judicial Office Facility for a total contract amount not to exceed \$79,891.50.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Supreme Court of Illinois requires audience seating in courtrooms to allow for spectators while preventing standing in the courtroom. Replacement audience seating is needed in courtrooms 2000, 2001, 2002, 2011, 3002, and 3003 as many seats are ripped, worn, and non-functioning. The seating to be replaced is the original to the building and has exceeded its life expectancy.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. Krueger International, Inc. provides Sourcewell cooperative purchasing agreement pricing for Sequence High Density Seating per agreement #121219-KII. Sourcewell was able to provide the lowest responsible cost for this item as compared to OMNIA partners contract pricing, and is consistent with previously replaced audience seating in 2019 and 2022.
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 securing a contract with Krueger International, Inc. to furnish and deliver replacement seating for courtrooms 2000, 2001, 2002, 2011, 3002, and 3003 for the HJH Judicial Office Facility, per Coop - #OT53837AZ1 Sourcewell (NJPA) #121919-KII. The other option includes sending the project out to bid which does not guarantee prices will be lower or that the quality of product and service will be equal. Past experience has proven that lower quality seating did not stand up to the daily use required for courtroom audience seating.

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: Krueger International, Inc.	Vendor#: 11590	Dept: Circuit Court	Division:
Attn: Anson Arndt	Email: anson.arndt@ki.com	Attn: Katherine Thompson	Email: katherine.thompson@18thjudicial.org
Address: 1330 Bellevue Street	City: Green Bay	Address: 505 N County Farm Rd, Suite 2015	City: Wheaton
State: WI	Zip: 54302	State: IL	Zip: 60187
Phone: 630-364-9180	Fax:	Phone: 630-407-8901	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as above	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Mark Thomas	Email: mark.thomas@dupageco.org
Address:	City:	Address: 505 N County Farm Rd	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-8280	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 3/28/2023	Contract End Date (PO25): 11/30/2023
Contract Administrator (PO25):			

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Furnish & deliver replacement audience seating for courtrooms 2000, 2001, 2002, 2011, 3002, and 3003.	FY23	1000	5900	54090		79,891.50	79,891.50
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 79,891.50

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.
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.

The following documents have been attached:

☐ W-9
☒ Vendor Ethics Disclosure Statement