



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1097	RFP, BID, QUOTE OR RENEWAL #: 23-028-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$32,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 03/21/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$128,000.00
	CURRENT TERM TOTAL COST: \$32,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Ecolab, Inc.	VENDOR #: 10335	DEPT: DuPage Care Center	DEPT CONTACT NAME: Vinit Patel
VENDOR CONTACT: Ben Zuniga	VENDOR CONTACT PHONE: 800-352-5326	DEPT CONTACT PHONE #: 630-784-4273	DEPT CONTACT EMAIL: Vinit.patel@dupageco.org
VENDOR CONTACT EMAIL: gov.sales@ecolab.com	VENDOR WEBSITE:	DEPT REQ #: 7277	
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.). This contract purchase order is for laundry chemicals, for the DuPage Care Center, for the period April 24, 2023 though April 23, 2024, for a contract total amount not to exceed \$32,000.00, per bid #23-028-DCC.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Laundry chemicals are necessary supplies in providing clean linens and clothing to the residents of the DuPage Care Center.			

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.
LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

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.
SOURCE SELECTION	Describe method used to select source.
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).

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: Ecolab, Inc.	Vendor#: 10335	Dept: DuPage Care Center	Division: Laundry Services
Attn: Ben Zuniga	Email: gov.sales@ecolab.com	Attn: Vinit Patel	Email: vinit.patel@dupageco.org
Address: 1 Ecolab Place, Attn: Government Sales	City: St. Paul	Address: 400 N. County Farm Road	City: Wheaton
State: MN	Zip: 55102	State: IL	Zip: 60187
Phone: 800-352-5326	Fax:	Phone: 630-784-4273	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Ecolab, Inc.	Vendor#: 10335	Dept: DuPage Care Center	Division: Laundry Services
Attn:	Email:	Attn: Vinit Patel	Email: vinit.patel@dupageco.org
Address: PO Box 70343	City: Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60673	State: IL	Zip: 60187
Phone: 800-352-5326	Fax:	Phone: 630-784-4273	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): April 24, 2023	Contract End Date (PO25): April 23, 2024
Contract Administrator (PO25): Christine Kliebhan			

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		Laundry Chemicals	FY23	1200	2030	52280		19,100.00	19,100.00
2	1	EA		Laundry Chemicals	FY24	1200	2030	52280		12,900.00	12,900.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 32,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. This contract purchase order is for laundry chemicals, for the DuPage Care Center, for the period April 24, 2023 though April 23, 2024, for a contract total amount not to exceed \$32,000.00, per bid #23-028-DCC.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. March 21, 2023 HS Committee March 28, 2023 County Board
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