



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-0934	RFP, BID, QUOTE OR RENEWAL #: 16154	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$135,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/07/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$135,000.00
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Home Depot	VENDOR #: 11219	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Richard Nyberg	VENDOR CONTACT PHONE: 770-384-3772	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: Sean.Reese@dupageco.org
VENDOR CONTACT EMAIL: Richard_Nyberg@homedepot.com	VENDOR WEBSITE: www.homedepot.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.). Contract to furnish and deliver miscellaneous maintenance, repair & operation parts and supplies as needed for a period from March 17, 2023 through November 30, 2026 per OMNIA Partners/US Communities Contract #16154.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Miscellaneous maintenance, repair and operations parts & supplies are necessary for the performance of routine and as-needed maintenance work throughout the Public Works Department. This contract will be used for various remodeling and preventative maintenance projects completed by in-home staff.			

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. Home Depot holds the US Communities Contract which allows the County to purchase parts and supplies with 1%-2% rebate off yearly expenditures.
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) Staff recommends securing a contract to purchase maintenance parts and supply items through the U.S. Communities Contract. Having the option to purchase the supplies through this Cooperative Purchasing Agreement gives Public Works the flexibility to obtain these items in a timely manner which is of the utmost importance when working on critical water and wastewater projects as well as receiving significant discounted prices. 2) Use another vendor. Not recommended due to requiring tools and equipment on a timely manner when working on critical and emergency water and wastewater projects as well as higher prices.

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: Home Depot	Vendor#: 11219	Dept: DuPage County Public Works	Division: Public Works
Attn: Richard Nyberg	Email: Richard_Nyberg@homedepot.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 2455 Paces Ferry Road	City: Atlanta	Address: 7900 S. Route 53	City: Woodridge
State: Georgia	Zip: 30339	State: Illinois	Zip: 60517
Phone: 770-384-3772	Fax:	Phone: 630-985-7400	Fax: 630-985-4802
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Home Depot	Vendor#: 11219	Dept: SAME AS ABOVE	Division:
Attn: DEPT #32-2501740231	Email:	Attn:	Email:
Address: PO Box 9001043	City: Louisville	Address:	City:
State: Kentucky	Zip: 40290-1043	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 17, 2023	Contract End Date (PO25): Nov 30, 2026
Contract Administrator (PO25): Amy Arlowe/Sandra Martinez			

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		Contract purchase order to furnish and deliver miscellaneous maintenance, repair & operation parts and supplies as needed for a period from 3/17/23 through 11/30/26 per OMNIA/US Communities Contract #16154 pricing	FY23	2000	2555	52000		5,000.00	5,000.00
2	1	EA			FY23	2000	2555	52220		5,000.00	5,000.00
3	1	EA			FY23	2000	2555	52250		5,000.00	5,000.00
4	1	EA			FY23	2000	2555	52270		5,000.00	5,000.00
5	1	EA			FY23	2000	2640	52000		1,000.00	1,000.00
6	1	EA			FY23	2000	2640	52200		1,000.00	1,000.00
7	1	EA			FY23	2000	2640	52250		1,000.00	1,000.00
8	1	EA			FY23	2000	2640	52270		1,000.00	1,000.00
9	1	EA			FY23	2000	2665	52000		5,000.00	5,000.00
10	1	EA			FY23	2000	2665	52200		3,000.00	3,000.00
11	1	EA			FY23	2000	2665	52250		3,000.00	3,000.00
12	1	EA			FY23	2000	2665	52270		5,000.00	5,000.00
13	1	EA			FY24	2000	2555	52000		5,000.00	5,000.00
14	1	EA			FY24	2000	2555	52200		5,000.00	5,000.00
15	1	EA			FY24	2000	2555	52250		5,000.00	5,000.00
16	1	EA			FY24	2000	2555	52270		5,000.00	5,000.00
17	1	EA			FY24	2000	2640	52000		1,000.00	1,000.00
18	1	EA			FY24	2000	2640	52200		1,000.00	1,000.00
19	1	EA			FY24	2000	2640	52250		1,000.00	1,000.00
20	1	EA			FY24	2000	2640	52270		1,000.00	1,000.00
21	1	EA			FY24	2000	2665	52000		5,000.00	5,000.00
22	1	EA			FY24	2000	2665	52220		3,000.00	3,000.00
23	1	EA			FY24	2000	2665	52250		3,000.00	3,000.00
24	1	EA			FY24	2000	2665	52270		5,000.00	5,000.00
25	1	EA			FY25	2000	2555	52000		4,000.00	4,000.00
26	1	EA			FY25	2000	2555	52200		3,000.00	3,000.00
27	1	EA			FY25	2000	2555	52250		4,000.00	4,000.00
28	1	EA			FY25	2000	2555	52270		4,000.00	4,000.00
29	1	EA			FY25	2000	2640	52000		1,000.00	1,000.00
30	1	EA			FY25	2000	2640	52200		1,000.00	1,000.00
31	1	EA			FY25	2000	2640	52250		1,000.00	1,000.00
32	1	EA			FY25	2000	2640	52270		1,000.00	1,000.00
33	1	EA			FY25	2000	2665	52000		4,000.00	4,000.00
34	1	EA			FY25	2000	2665	52200		2,000.00	2,000.00
35	1	EA			FY25	2000	2665	52250		2,000.00	2,000.00
36	1	EA			FY25	2000	2665	52270		3,000.00	3,000.00
37	1	EA			FY26	2000	2555	52000		4,000.00	4,000.00
38	1	EA			FY26	2000	2555	52200		3,000.00	3,000.00
39	1	EA			FY26	2000	2555	52250		3,000.00	3,000.00
40	1	EA			FY26	2000	2555	52270		3,000.00	3,000.00
41	1	EA			FY26	2000	2640	52000		500.00	500.00
42	1	EA			FY26	2000	2640	52200		500.00	500.00
43	1	EA			FY26	2000	2640	52250		500.00	500.00

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
44	1	EA			FY26	2000	2640	52270		500.00	500.00
45	1	EA			FY26	2000	2665	52000		3,000.00	3,000.00
46	1	EA			FY26	2000	2665	52200		2,000.00	2,000.00
47	1	EA			FY26	2000	2665	52250		2,000.00	2,000.00
48	1	EA			FY26	2000	2665	52270		3,000.00	3,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 135,000.00

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