



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 25-0196	RFP, BID, QUOTE OR RENEWAL #: 21-096-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$30,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 01/21/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$140,900.00
	CURRENT TERM TOTAL COST: \$46,400.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Red Wing Brands of America, Inc.	VENDOR #: 10549	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Brian Duerinck	VENDOR CONTACT PHONE: 815-355-4242	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: brian.duerinck@redwingshoes.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Recommendation for the approval of a contract to Red Wing Brands of America, Inc., to furnish safety shoes and work boots, as needed for Facilities Management, Public Works, Stormwater, Care Center, and the Division of Transportation for the period February 23, 2025 through February 22, 2026, for a contract total not to exceed \$46,400. (Facilities Management \$11,400, Public Works \$10,000, Stormwater \$4,500, Care Center \$3,500, and Division of Transportation \$17,000), per most qualified offer on Proposal 21-096-FM, third and final option to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Qualified Facilities Management, Public Works, Stormwater, Care Center, and DOT employees are provided with a \$200.00 allowance voucher to purchase safety shoes/boots. Red Wing Brands of America will invoice the County the amount for what the employees spent for the shoes up to \$200.00. Any amount exceeding \$200.00 is paid for by the employee at the time of purchase.			

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.
RENEWAL OF RFP	

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source. Proposal 29-096-FM was issued to provide Red Wing or equivalent safety shoes/boots for qualified employees of DuPage County. Two proposals were received.
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) Approve a contract purchase order to be awarded to Red Wing Brands of America to furnish safety shoes/boots for Facilities Management, Public Works, Stormwater, Care Center, and the Division of Transportation at a 15% discount. 2) Do not approve a contact and have employees purchase footwear with no discount to be reimbursed by the County.

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: Red Wing Brands of America, Inc.	Vendor#: 10549	Dept: Facilities Management	Division:
Attn: Brian Duerinck	Email: brian.duerinck@redwingshoes.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 314 Main Street	City: Red Wing	Address: 421 N. County Farm Road	City: Wheaton
State: MN	Zip: 55066	State: IL	Zip: 60187
Phone: 815-355-4242	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Red Wing Brands of America, Inc.	Vendor#: 10549	Dept: Facilities Management, Public Works, Stormwater, Care Center, and Division of Transportation	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 844329	City: Dallas	Address: various locations	City: Wheaton & Woodridge
State: TX	Zip: 75284-4329	State: IL	Zip: 60187 & 60517
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 23, 2025	Contract End Date (PO25): Feb 22, 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	1	LO		Facilities Management	FY25	1000	1100	52220		9,000.00	9,000.00
2	1	LO		Facilities Management - Grounds	FY25	1000	1102	52220		1,000.00	1,000.00
3	1	LO		Public Works	FY25	2000	2665	52220		7,000.00	7,000.00
4	1	LO		Stormwater	FY25	1600	3000	52220		3,000.00	3,000.00
5	1	LO		Care Center	FY25	2000	2035	52220		3,000.00	3,000.00
6	1	LO		Division of Transportation	FY25	1500	3500	52220		1,000.00	1,000.00
7	1	LO		Division of Transportation	FY25	1500	3510	52220		6,500.00	6,500.00
8	1	LO		Facilities Management	FY26	1000	1100	52220		1,000.00	1,000.00
9	1	LO		Facilities Management - Grounds	FY26	1000	1102	52220		400.00	400.00
10	1	LO		Public Works	FY26	2000	2665	52220		3,000.00	3,000.00
11	1	LO		Stormwater	FY26	1600	3000	52220		1,500.00	1,500.00
12	1	LO		Care Center	FY26	2000	2035	52220		500.00	500.00
13	1	LO		Division of Transportation	FY26	1500	3500	52220		2,500.00	2,500.00
14	1	LO		Division of Transportation	FY26	1500	3510	52220		7,000.00	7,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 46,400.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish safety shoes and work boots, for qualified County employees, on an as needed basis. Invoice per distribution list provided.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Clara Gomez, Drew Cormican, Alicia Favela Perez, Sweta Patel, and Kathy (Black) Curcio. SEE ATTACHED FOR BILLING INFORMATION
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 01/21/25 County Board: 01/28/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.