



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#: 23-1773	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$20,292.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 05/16/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$20,292.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Warehouse Direct	VENDOR #: 11429	DEPT: DuPage Care Center	DEPT CONTACT NAME: Vinit Patel
VENDOR CONTACT: Steve Hyde	VENDOR CONTACT PHONE: 630-251-4744	DEPT CONTACT PHONE #: 630-784-4273	DEPT CONTACT EMAIL: vinit.patel@dupageco.org
VENDOR CONTACT EMAIL: stevehyde@warehousedirect.com	VENDOR WEBSITE:	DEPT REQ #: 7391	
<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.). Replacement Disk Rider floor scrubber with rear spray bar with handle gun for the DuPage Care Center, for the period of May 17, 2023 through November 30, 2023, per Joint Purchasing, National Cooperative Purchasing Alliance (NCPA) agreement with American Office Products Distributors, contract #189. (ARPA 2 FUNDED)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Durable machine, easy to repair, and disinfection spray system for floor and walls attached to back of machine. This will assist operationally for our housekeeping department, as two separate tasks now will be completed in one task - this will assist in freeing up some time for this department, to continue to focus on the daily safety and sanitation process needed due to Covid-19.			

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. Joint Purchasing, National Cooperative Purchasing Alliance (NCPA) agreement with American Office Products Distributors, contract #189.
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) Recommendation for approval for Replacement Disk Rider floor scrubber with rear spray bar with handles for the DuPage Care Center, for the period of May 17, 2023 through November 30, 2023 2) Do not approve Replacement Disk Rider floor scrubber with rear spray bar with handles for the DuPage Care Center, for the period of May 17, 2023 through November 30, 2023, however, the Care Center, still needs to follow safety and sanitation protocols, on a daily basis to maintain quality of care and help eliminate spreading of germs.

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: Warehouse Direct	Vendor#: 11429	Dept: DuPage Care Center	Division: Environmental Concerns
Attn: Steve Hyde	Email: stevehyde@warehousedirect.com	Attn: Nancy Palima	Email: Nancy.Palima@dupageco.org
Address: 2001 S. Mount Prospect Road	City: Des Plaines	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60018	State: IL	Zip: 60187
Phone: 630-251-4744	Fax:	Phone: 630-784-4422	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Warehouse Direct	Vendor#: 11429	Dept: DuPage Care Center	Division: Environmental Concerns
Attn:	Email:	Attn: Vinit Patel	Email: vinit.patel@dupageco.org
Address: 2001 S. Mount Prospect Road	City: Des Plaines	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60018	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-784-4273	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 17, 2023	Contract End Date (PO25): November 30, 2023
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		EX V2. 1 30" Disk Rider Floor Scrubber Machine with rear spray bar w/ handle gun	FY23	5000	2115	54110	ARPA2302 29	20,292.00	20,292.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 20,292.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Replacement Disk Rider floor scrubber with rear spray bar with handle gun for the DuPage Care Center, for the period of May 17, 2023 through November 30, 2023, per Joint Purchasing, National Cooperative Purchasing Alliance (NCPA) agreement with American Office Products Distributors, contract #189. (ARPA 2 FUNDED)
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. May 16, 2023 Human Services Committee
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