



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2678	RFP, BID, QUOTE OR RENEWAL #: 25-036-HR	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$17,610.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/12/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$113,001.00
	CURRENT TERM TOTAL COST: \$31,797.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Casco International d/b/a C.A. Short Company	VENDOR #: 27908	DEPT: Human Resources	DEPT CONTACT NAME: Christine Clevenger
VENDOR CONTACT: Jimmy Spencer	VENDOR CONTACT PHONE: 800-535-5690	DEPT CONTACT PHONE #: 630-407-6228	DEPT CONTACT EMAIL: christine.clevenger@dupagecounty.gov
VENDOR CONTACT EMAIL: jspencer@cashort.com	VENDOR WEBSITE: www.cashort.com	DEPT REQ #: N/A	
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 agreement for employee service awards. A Request for Proposal (RFP) was initiated to secure a vendor who can provide service awards to employees with focus on the following: Approach and Service Methods Quality and Variety, and Proposal Cost. Employees will be recognized and rewarded with service awards for anniversary date milestones 10, 15, 20, 25, 30, 35, 40, and 45 years of service to the County. The current contract cost will be \$31,797.00. This will be the first 1-year optional renewal.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished County Policy 6.9, Service Awards, allows employees to receive a certificate and select a gift for their milestone anniversaries with the County.			

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. Request for Proposal (RFP) was initiated. An evaluation of the vendors that responded was completed (RFP #25-036-HR).
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). The evaluation committee recommends contracting with Casco International d/b/a C.A. Short Company to provide Employee Service Awards based upon the following criteria: Approach and Service Methods, Quality and Variety of Awards, Proposal Pricing. Alternatives: 1) Solicit new RFP, 2) Discontinue employee service award program

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			
Send Purchase Order To:		Send Invoices To:	
Vendor: Casco International d/b/a C.A. Short Company	Vendor#: 27908	Dept: Human Resources	Division: N/A
Attn: Jimmy Spencer	Email: jspencer@cashort.com	Attn: Human Resources	Email: dpchumanresources@dupagecounty.gov
Address: 4205 E Dixon Blvd	City: Shelby	Address: 421 N County Farm Rd	City: Wheaton
State: NC	Zip: 28152	State: IL	Zip: 60187
Phone: 800-535-5690	Fax:	Phone: 630-407-6300	Fax: 630-407-6301
Send Payments To:		Ship to:	
Vendor: C.A. Short Company	Vendor#: 27908	Dept: Human Resources	Division: N/A
Attn:	Email:	Attn: Human Resources	Email: dpchumanresources@dupagecounty.gov
Address: P.O. Box 890151	City: Charlotte	Address: 421 N County Farm Rd	City: Wheaton
State: NC	Zip: 28289-0151	State: IL	Zip: 60187
Phone: 704-482-9591	Fax: 704-482-9953	Phone: 630-407-6300	Fax: 630-407-6301
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2025	Contract End Date (PO25): Nov 30, 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	EA	N/A	Care Center - Administration	FY26	1200	2000	53830	N/A	339.00	339.00
2	1	EA	N/A	Care Center - Financial Svcs	FY26	1200	2010	53830	N/A	207.00	207.00
3	1	EA	N/A	Care Center - Dining Svcs	FY26	1200	2025	53830	N/A	440.00	440.00
4	1	EA	N/A	Care Center - Laundry	FY26	1200	2030	53830	N/A	126.00	126.00
5	1	EA	N/A	Care Center - Housekeeping	FY26	1200	2035	53830	N/A	721.00	721.00
6	1	EA	N/A	Care Center - Nursing	FY26	1200	2050	53830	N/A	2,360.00	2,360.00
7	1	EA	N/A	Care Center - Rehab Svcs	FY26	1200	2060	53830	N/A	126.00	126.00
8	1	EA	N/A	Care Center - Social Svcs	FY26	1200	2070	53830	N/A	314.00	314.00
9	1	EA	N/A	Care Center - Pharmacy	FY26	1200	2085	53830	N/A	126.00	126.00
10	1	EA	N/A	Community Svcs	FY26	1000	1750	53830	N/A	1,927.00	1,927.00
11	1	EA	N/A	DOT	FY26	1500	3500	53830	N/A	281.00	281.00
12	1	EA	N/A	DOT	FY26	1500	3510	53830	N/A	1,307.00	1,307.00
13	1	EA	N/A	DOT	FY26	1500	3520	53830	N/A	74.00	74.00
14	1	EA	N/A	Finance	FY26	1000	1150	53830	N/A	281.00	281.00
15	1	EA	N/A	Human Resources	FY26	1000	1120	53830	N/A	607.00	607.00
16	1	EA	N/A	IT	FY26	1000	1110	53830	N/A	802.00	802.00
17	1	EA	N/A	IT	FY26	1000	1115	53830	N/A	126.00	126.00
18	1	EA	N/A	IT - GIS	FY26	1100	2900	53830	N/A	571.00	571.00
19	1	EA	N/A	Animal Svcs	FY26	1100	1300	53830	N/A	364.00	364.00
20	1	EA	N/A	Public Works	FY26	2000	2555	53830	N/A	422.00	422.00
21	1	EA	N/A	Public Works	FY26	2000	2640	53830	N/A	74.00	74.00
22	1	EA	N/A	Public Works	FY26	2000	2665	53830	N/A	438.00	438.00
23	1	EA	N/A	Facilities Mgmt	FY26	1000	1100	53830	N/A	1,445.00	1,445.00
24	1	EA	N/A	Facilities Mgmt - Grounds	FY26	1000	1102	53830	N/A	148.00	148.00
25	1	EA	N/A	Bldg & Zoning	FY26	1100	2810	53830	N/A	357.00	357.00
26	1	EA	N/A	Supervisor of Assessments	FY26	1000	1800	53830	N/A	395.00	395.00
27	1	EA	N/A	Stormwater	FY26	1600	3000	53830	N/A	373.00	373.00
28	1	EA	N/A	County Clerk - Election Div	FY26	1000	4220	53830	N/A	265.00	265.00
29	1	EA	N/A	Auditor	FY26	1000	4000	53830	N/A	207.00	207.00
30	1	EA	N/A	Circuit Court	FY26	1000	5900	53830	N/A	231.00	231.00
31	1	EA	N/A	Circuit Clerk	FY26	1000	6700	53830	N/A	1,499.00	1,499.00
32	1	EA	N/A	Coroner	FY26	1000	4100	53830	N/A	238.00	238.00
33	1	EA	N/A	Probation	FY26	1000	6100	53830	N/A	2,703.00	2,703.00
34	1	EA	N/A	Probation	FY26	1000	6110	53830	N/A	281.00	281.00
35	1	EA	N/A	Public Defender	FY26	1000	6300	53830	N/A	521.00	521.00
36	1	EA	N/A	Regional Office of Education	FY26	1000	5700	53830	N/A	126.00	126.00
37	1	EA	N/A	Sheriff	FY26	1000	4400	53830	N/A	910.00	910.00
38	1	EA	N/A	Sheriff - Crime/Forensic	FY26	1000	4403	53830	N/A	364.00	364.00
39	1	EA	N/A	Sheriff - Micro Sys	FY26	1000	4404	53830	N/A	74.00	74.00
40	1	EA	N/A	Sheriff - Court Security	FY26	1000	4405	53830	N/A	1,837.00	1,837.00
41	1	EA	N/A	Sheriff - COR	FY26	1000	4410	53830	N/A	2,910.00	2,910.00
42	1	EA	N/A	Sheriff - LEB	FY26	1000	4415	53830	N/A	1,288.00	1,288.00
43	1	EA	N/A	State's Attorney	FY26	1000	6500	53830	N/A	2,407.00	2,407.00
44	1	EA	N/A	State's Attorney - Children's Center	FY26	1000	6510	53830	N/A	414.00	414.00
45	1	EA	N/A	State's Attorney	FY26	1500	3500	53830	N/A	126.00	126.00
46	1	EA	N/A	Treasurer	FY26	1000	5000	53830	N/A	645.00	645.00

FY is required, ensure the correct FY is selected.

Requisition Total \$ 31,797.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Contract Purchase Order issued to Casco International d/b/a C.A. Short Company, to provide employee service awards for anniversary milestones, for a period of December 1, 2025 thru November 30, 2026, for Human Resources, per RFP 25-036-HR, first 1-year optional renewal of three.
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.