



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2491	RFP, BID, QUOTE OR RENEWAL #: 22-082-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$869,168.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 10/21/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$4,775,708.00
	CURRENT TERM TOTAL COST: \$1,363,020.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
Vendor Information		Department Information	
VENDOR: Sysco Chicago, Inc.	VENDOR #: 10555	DEPT: DuPage Care Center	DEPT CONTACT NAME: Mario Plata
VENDOR CONTACT: Joshua Kackley	VENDOR CONTACT PHONE: 847-699-4869	DEPT CONTACT PHONE #: 630-784-4416	DEPT CONTACT EMAIL: Mario.plata@dupagecounty.gov
VENDOR CONTACT EMAIL: joshua.kackley@sysco.com	VENDOR WEBSITE:	DEPT REQ #: 7536	
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.). Recommendation for the approval of a contract purchase order for primary food, supplies and chemicals for the DuPage Care Center, for the period December 1, 2025 through November 30, 2026, for a contract total amount not to exceed \$1,363,020.00, under bid renewal #22-082-DCC, third and final optional renewal.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DuPage Care Center is regulated by the IL Department of Public Health, which mandates & monitors our ongoing compliance with applicable State & Federal regulations that govern our practices, policies & procedures which in turn drive our care deliver system. Adherence to Physician diet orders & clearly defined meal period is necessary to avoid fines & penalties to ensure that we are allowed to bill for & be reimbursed for care provided to our residents/patient food and supplies & chemicals for dish washing & general cleaning are operational necessities.			

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.
RENEWAL	
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

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: Sysco Chicago, Inc.	Vendor#: 10555	Dept: DuPage Care Center	Division: Dining Services
Attn: Joshua Kackley	Email: joshua.kackley@sysco.com	Attn: Mario Plata	Email: mario.plata@dupagecounty.gov
Address: 250 Weiboldt Drive	City: Des Plaines	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60016	State: IL	Zip: 60187
Phone: 847-699-4869	Fax:	Phone: 630-784-4416	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Sysco Chicago, Inc.	Vendor#: 10555	Dept: DuPage Care Center	Division: Dining Services
Attn: Jillian Stadick	Email: jillian.stadick@sysco.com	Attn: Mario Plata	Email: mario.plata@dupagecounty.gov
Address: 250 Weiboldt Drive	City: Des Plaines	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60016	State: IL	Zip: 60187
Phone: 847-699-4869	Fax:	Phone: 630-784-4416	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): December 1, 2025	Contract End Date (PO25): November 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		Operating Supplies	FY26	1200	2025	52200		77,380.00	77,380.00
2	1	EA		Food and Beverage	FY26	1200	2025	52210		910,350.00	910,350.00
3	1	EA		Cleaning Supplies	FY26	1200	2025	52280		22,050.00	22,050.00
4	1	EA		Operating Supplies	FY26	1200	2100	52200		46,640.00	46,640.00
5	1	EA		Food and Beverage	FY26	1200	2100	52210		302,400.00	302,400.00
6	1	EA		Cleaning Supplies	FY26	1200	2100	52280		4,200.00	4,200.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 1,363,020.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of a contract purchase order for primary food, supplies and chemicals for the DuPage Care Center, for the period December 1, 2025 through November 30, 2026, for a contract total amount not to exceed \$1,363,020.00, under bid renewal #22-082-DCC, third and final optional renewals.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. October 21, 2025 Human Services Committee October 28, 2025 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.