

## Procurement Review Comprehensive Checklist Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST:		
25-2491	22-082-DCC	1 YR + 3 X 1 YR TERM PERIODS	\$869,168.00		
COMMITTEE:	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL		
HUMAN SERVICES	10/21/2025	3 MONTHS	RENEWALS: \$4,775,708.00		
TIONIN II SEITVICES	10/21/2025	10/21/2023			
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:		
	\$1,363,020.00	FOUR YEARS	THIRD RENEWAL		
Vendor Information		Department Information			
VENDOR:	VENDOR #: DEPT:		DEPT CONTACT NAME:		
Sysco Chicago, Inc. 10555		DuPage Care Center	Mario Plata		
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #:	DEPT CONTACT EMAIL:		
Joshua Kackley	847-699-4869	630-784-4416	Mario.plata@dupagecounty.gov		
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #:			
joshua.kackley@sysco.com		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 RENEWAL	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.

	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: Purchas	e Requisition Informat	ion			
Send	d Purchase Order To:	Send Invoices To:				
Vendor:	Vendor#:	Dept:	Division:			
Sysco Chicago, Inc.	10555	DuPage Care Center	Dining Services			
Attn:	Email:	Attn:	Email:			
Joshua Kackley	joshua.kackley@sysco.com	Mario Plata	mario.plata@dupagecounty.gov			
Address:	City:	Address:	City:			
250 Weiboldt Drive	Des Plaines	400 N. County Farm Road	Wheaton			
State:	Zip:	State:	Zip:			
IL	60016	IL	60187			
Phone:	Fax:	Phone:	Fax:			
847-699-4869		630-784-4416				
Send Payments To:		Ship to:				
Vendor:	Vendor#:	Dept:	Division:			
Sysco Chicago, Inc.	10555	DuPage Care Center	Dining Services			
Attn:	Email:	Attn:	Email:			
Jillian Stadick	jillian.stadick@sysco.com	Mario Plata	mario.plata@dupagecounty.gov			
Address:	City:	Address: City:				
250 Weiboldt Drive	Des Plaines	400 N. County Farm Road	Wheaton			
State:	Zip:	State:	Zip:			
IL	60016	IL	60187			
Phone:	Fax:	Phone:	Fax:			
847-699-4869		630-784-4416				
Shipping		Contract Dates				
Payment Terms:	FOB:	Contract Start Date (PO25):	Contract End Date (PO25):			
PER 50 ILCS 505/1	Destination	December 1, 2025 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
FY is required, ensure the correct FY is selected. 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 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.					