



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#: 24-3118	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$176,300.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 12/03/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$176,300.00
	CURRENT TERM TOTAL COST: \$176,300.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: W.W. Grainger, Inc.	VENDOR #: 10157	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Andrew Peterson	VENDOR CONTACT PHONE: 224-354-8244	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: Andrew.Peterson@grainger.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 purchase order to W.W. Grainger, Inc., to furnish and deliver miscellaneous maintenance, repair and operations parts and supplies, as needed for County facilities, for the period January 1, 2025 through December 31, 2027, for Facilities Management, for a total contract amount not to exceed \$176,300. Contract let pursuant to the Intergovernmental Cooperation Act OMNIA Partners #240078-01.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Miscellaneous maintenance , repair and operations parts and supplies are necessary for the performance of routine and as needed maintenance work throughout the County facilities.			

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	
SOURCE SELECTION	Describe method used to select source. W.W. Grainger, Inc. holds Omnia Partners Contract #240078-01 which allows the County to purchase miscellaneous maintenance, repair and operations parts and supplies at significantly discounted prices. W.W. Grainger, Inc. offers no-minimum order requirements, free same day shipping, with access to more than one million items and 4,000 suppliers.
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. Staff recommends securing a contract to purchase items with W.W. Grainger, Inc. through Omnia Partners contract. Having the option to purchase items through a cooperative purchasing agreement gives staff the flexibility to obtain specific materials from previously vetted vendors which reduces lead and down times on critical projects. 2. The second option includes sending items out to quote or bid, however this is not recommended do to the quantity of small value items that would need to be quote or bid.

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: W.W. Grainger, Inc.	Vendor#: 10157	Dept: Facilities Management	Division:
Attn: Andrew Peterson	Email: Andrew.Peterson@grainger.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 100 Grainger Parkway	City: Lake Forest	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60045-5201	State: IL	Zip: 60187
Phone: 224-354-8244	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: W.W. Grainger, Inc.	Vendor#: 10157	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email: mary.ventrella@dupagecounty.gov
Address: DEPT. 817928567	City: Palatine	Address: various locations	City: Wheaton
State: IL	Zip: 60038-0001	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 1, 2025	Contract End Date (PO25): Dec 31, 2027

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		Furn/Mach/Equip Small Value	FY25	1000	1100	52000		24,500.00	24,500.00
2	1	LO		Operating Supplies	FY25	1000	1100	52200		9,500.00	9,500.00
3	1	LO		Wearing Apparel	FY25	1000	1100	52220		3,000.00	3,000.00
4	1	LO		Auto/Mach/Equip Parts	FY25	1000	1100	52250		10,000.00	10,000.00
5	1	LO		Fuel/Lubricants	FY25	1000	1100	52260		500.00	500.00
6	1	LO		Maintenance Supplies	FY25	1000	1100	52270		35,000.00	35,000.00
7	1	LO		Cleaning Supplies	FY25	1000	1100	52280		1,500.00	1,500.00
8	1	LO		Operating Supplies	FY25	1000	1102	52200		500.00	500.00
9	1	LO		Wearing Apparel	FY25	1000	1102	52220		400.00	400.00
10	1	LO		Furn/Mach/Equip Small Value	FY26	1000	1100	52000		24,500.00	24,500.00
11	1	LO		Operating Supplies	FY26	1000	1100	52200		9,500.00	9,500.00
12	1	LO		Wearing Apparel	FY26	1000	1100	52220		3,000.00	3,000.00
13	1	LO		Auto/Mach/Equip Parts	FY26	1000	1100	52250		10,000.00	10,000.00
14	1	LO		Fuel/Lubricants	FY26	1000	1100	52260		500.00	500.00
15	1	LO		Maintenance Supplies	FY26	1000	1100	52270		35,000.00	35,000.00
16	1	LO		Cleaning Supplies	FY26	1000	1100	52280		1,500.00	1,500.00
17	1	LO		Operating Supplies	FY26	1000	1102	52200		500.00	500.00
18	1	LO		Wearing Apparel	FY26	1000	1102	52220		400.00	400.00
19	1	LO		Furn/Mach/Equip Small Value	FY27	1000	1100	52000		4,000.00	4,000.00
20	1	LO		Operating Supplies	FY27	1000	1100	52200		500.00	500.00
21	1	LO		Wearing Apparel	FY27	1000	1100	52220		500.00	500.00
22	1	LO		Auto/Mach/Equip Parts	FY27	100	1100	52250		500.00	500.00
23	1	LO		Fuel/Lubricants	FY27	1000	1100	52260		100.00	100.00
24	1	LO		Maintenance Supplies	FY27	1000	1100	52270		500.00	500.00
25	1	LO		Cleaning Supplies	FY27	1000	1100	52280		100.00	100.00
26	1	LO		Operating Supplies	FY27	1000	1102	52200		100.00	100.00
27	1	LO		Wearing Apparel	FY27	1000	1102	52220		200.00	200.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 176,300.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver miscellaneous maintenance, repair and operations parts and supplies, as needed for County facilities, for Facilities Management.
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, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 12/03/24 County Board: 12/10/24
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.