



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#: 23-1747	RFP, BID, QUOTE OR RENEWAL #: 21-015-CARE	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$26,332.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 05/16/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$73,332.00
	CURRENT TERM TOTAL COST: \$23,500.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Linde Gas & Equipment Inc.	VENDOR #: 26576	DEPT: DuPage Care Center	DEPT CONTACT NAME: Vinit Patel
VENDOR CONTACT: Christopher Labriola	VENDOR CONTACT PHONE: 630-247-8130	DEPT CONTACT PHONE #: 630-784-4273	DEPT CONTACT EMAIL: vinit.patel@dupageco.org
VENDOR CONTACT EMAIL: Christopher.Labriola@linde.com	VENDOR WEBSITE:	DEPT REQ #: 7388	
<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.). Furnish and deliver Oxygen, Helium and Carbon Dioxide, for the period June 1, 2023 through May 31, 2024, for a total contract not to exceed \$23,500.00, under bid renewal #21-015-CARE, first of two (2) one (1)-year optional renewal.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Residents of the DuPage Care Center often times are compromised in the ability to breath. Therefore, to meet this medical need, the Care Center provided liquid Oxygen to allow for greater independence of the residents. This will have an overall positive effect to the Resident's quality of Life. NOTE: Carbon Dioxide is used for stubborn clogs and Helium is used by Recreation Department to fill birthday balloons for the residents and fundraising events for the Care Center. Both these 2 items are part of contract as needed and rarely purchased.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Linde Gas & Equipment, Inc.	Vendor#: 26576	Dept: DuPage Care Center	Division: Environmental Concerns
Attn: Christopher Labriola	Email: Christopher.Labriola@linde.com	Attn: Vinit Patel	Email: vinit.patel@dupageco.org
Address: 2301 SE Creekview Drive	City: Ankeny	Address: 400 N. County Farm Road	City: Wheaton
State: Iowa	Zip: 50021	State: IL	Zip: 60187
Phone: 630-247-8130	Fax:	Phone: 630-784-4273	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Linde Gas & Equipment, Inc.	Vendor#: 26576	Dept: DuPage Care Center	Division: Environmental Concerns
Attn: Accounts Receivable	Email:	Attn: Vinit Patel	Email: vinit.patel@dupageco.org
Address: Department CH 10660	City: Palatine	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60050-0600	State: IL	Zip: 60187
Phone: 630-247-8130	Fax:	Phone: 630-784-4273	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): June 1, 2023	Contract End Date (PO25): May 31, 2024
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		Oxygen, Helium and Carbon Dioxide	FY23	1200	2075	52320		4,250.00	4,250.00
2	1	EA		Rental	FY23	1200	2075	53410		7,500.00	7,500.00
3	1	EA		Oxygen, Helium and Carbon Dioxide	FY24	1200	2075	52320		4,250.00	4,250.00
4	1	EA		Rental	FY24	1200	2075	53410		7,500.00	7,500.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 23,500.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver Oxygen, Helium and Carbon Dioxide, for the period June 1, 2023 through May 31, 2024, for a total contract not to exceed \$23,500.00, under bid renewal #21-015-CARE, first of two (2) one (1)-year optional renewal.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. May 16, 2023 Human Services Committee
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.

The following documents have been attached:     W-9     Vendor Ethics Disclosure Statement