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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 26-2120	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $43,077.62
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/18/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $43,077.62
	CURRENT TERM TOTAL COST: $43,077.62	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		Department Information	
VENDOR: Midwest Office Interiors	VENDOR #: 11403	DEPT: Facilities Management	DEPT CONTACT NAME: Mark Thomas
VENDOR CONTACT: Cheryl Fischer	VENDOR CONTACT PHONE: 630-850-8700	DEPT CONTACT PHONE #: x8280	DEPT CONTACT EMAIL: mark.thomas@dupagecounty.gov
VENDOR CONTACT EMAIL: cfischer@midwestofficeinc.com	VENDOR WEBSITE:	DEPT REQ #:	

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 to Midwest Office Interiors, to furnish and deliver courtroom and probation seating, for Facilities Management, for the period August 25, 2026 through August 24, 2027 for a total contract amount not to exceed $43,077.62. Contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners Contracts R240102 and R24104.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
This project will replace aging, worn, and deteriorated courtroom and staff seating that has reached the end of its useful service life. Many of the existing seating components exhibit significant wear, reduced functionality, and an appearance that no longer reflects the professional standards expected within the County's judicial facilities.

The replacement will improve safety, comfort, accessibility, and overall functionality for judges, court staff, jurors, attorneys, and members of the public. Modern seating will also reduce ongoing maintenance and repair costs associated with the existing furniture while providing a durable, long-term solution designed to withstand the demands of daily courtroom operations.

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. Midwest Office Interiors holds Omnia Partners Contracts #R240102 & #R240104 which allows the County to purchase from a comprehensive product offering for furniture at significantly discounted prices. The OMNIA Partners program is a nonprofit national purchasing cooperative developed by governmental agencies. Utilizing the pooled power of public agencies nationwide the program lowers purchasing costs.
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 furniture with Midwest Office Interiors through OMNIA Partners. 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 Omnia cooperative has proven to be a cost savings over going out to 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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Midwest Office Interiors	Vendor#: 11403	Dept: Facilities Management	Division:
Attn: Cheryl Fischer	Email: cfischer@midwestofficeinc.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 10330 Argonne Wood Dr. Ste 600	City: Woodridge	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60517	State: IL	Zip: 60187
Phone: 630-850-8700	Fax: 630-783-2143	Phone: 630-407-5700	Fax: 630-407-5701
Send Payments To:		*Ship to:*	
Vendor: Midwest Office Interiors	Vendor#: 11403	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Mark Thomas	Email: mark.thomas@dupagecounty.gov
Address: 10330 Argonne Wood Dr. Ste 600	City: Woodridge	Address: 505 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60517	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 25, 2026	Contract End Date (PO25): Aug 24, 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		Courtroom Seating	FY26	6000	1220	54010	2602633	16,472.72	16,472.72
2	1	LO		Probation Seating	FY26	1000	1100	52000		26,604.90	26,604.90
FY is required, ensure the correct FY is selected.										Requisition Total	$ 43,077.62

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver courtroom and probation seating, 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, Cathie Figlewski, Brian Rovik, Mark Thomas and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 08/18/26 CB: 08/25/26
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.