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 #: 25-082-SHF	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: $142,000.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 9/16/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $142,000.00
	CURRENT TERM TOTAL COST: $142,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: Hoffman House Catering	VENDOR #: 46721	DEPT: Sheriff's Office	DEPT CONTACT NAME: Crystal Jean
VENDOR CONTACT: Jim Smigo	VENDOR CONTACT PHONE: 630-406-0330	DEPT CONTACT PHONE #: 630-488-5990	DEPT CONTACT EMAIL: crystal.mendez@dupagesheriff.org
VENDOR CONTACT EMAIL: jim.smigo@hhcmeals.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.).
Frozen packaged meals for the seniors' drive-thru meal Pilot Program for the Sheriff's Office

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
to combat food insecurity for seniors in DuPage County

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.
LOWEST RESPONSIBLE QUOTE/BID (QUOTE < $25,000, BID ≥ $25,000; ATTACH TABULATION)

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Hoffman House Catering	Vendor#: 46721	Dept: Sheriff's Department	Division: Civil
Attn: Jim Smigo	Email: jim.smigo@hhcmeals.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 1530 Hubbard Ave Unit D	City: Batavia	Address: 501 N County Farm Rd	City: Wheaton
State: IL	Zip: 60510	State: IL	Zip: 60187
Phone: 630-406-0330	Fax:	Phone:	Fax:
Send Payments To:		***Ship to:***	
Vendor: same as above	Vendor#:	Dept: same as above	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		**Contract Dates**	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 1, 2025	Contract End Date (PO25): Sep 30, 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	EA		PACKAGED MEALS	FY25	1000	4400	52210		17,750.00	17,750.00
2	1	EA		PACKAGED MEALS	FY26	1000	4400	52210		124,250.00	124,250.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 142,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. This contract is to provide packaged meals for seniors from 10/1/25 to 9/30/27.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
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.