



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-3089	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$16,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/03/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$16,000.00
	CURRENT TERM TOTAL COST: \$16,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Herc Rentals, Inc.	VENDOR #: 11833	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Mark Jaskowiak	VENDOR CONTACT PHONE: 312-439-9412	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupageco.org
VENDOR CONTACT EMAIL: mark.jaskowiak@hercrentals.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 HERC Rentals, Inc., to provide equipment rental services, as needed, for the County facilities, for the period November 1, 2023 through October 31, 2025, for County facilities, for a total contract amount not to exceed \$16,000.00. Contract let pursuant to the Intergovernmental Cooperation Act – Omnia Partners cooperative contract #2019000318. (\$6,000 for Facilities Management and \$10,000 for Public Works)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Facilities Management and Public Works departments require construction equipment rental to be used for maintenance jobs and projects at various 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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. Herc Rentals, Inc. holds the Omnia Partners contract #2019000318 which allows the County to rent various construction equipment for jobs and projects at significantly discounted prices. Herc is also available to the County 24 hours a day for emergency situations when more specific equipment may be needed at a quick response time.
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 contact to rent construction equipment with Herc Rentals. 2. Other option is to go out for quote or bid, which does not guarantee prices will be lower and due to time sensitive nature of many projects..

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: Herc Rentals, Inc.	Vendor#: 11833	Dept: Facilities Management	Division:
Attn: Mark Jaskowiak	Email: mark.jaskowiak@hercrentals.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 27500 Riverview Center Blvd	City: Bonita Springs	Address: 421 N. County Farm Road	City: Wheaton
State: FL	Zip: 34134	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Herc Rentals, Inc.	Vendor#: 11833	Dept: Facilities Management / Public Works	Division:
Attn:	Email:	Attn:	Email:
Address: P.O. Box 936257	City: Atlanta	Address: various locations	City: Wheaton
State: GA	Zip: 31193	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 1, 2023	Contract End Date (PO25): Oct 31, 2025
Contract Administrator (PO25): Mary Ventrella			

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		RENTAL OF MACHINERY & EQUIPMENT - Facilities Management	FY23	1000	1100	53410		1,152.00	1,152.00
2	1	LO		RENTAL OF MACHINERY & EQUIPMENT - Public Works	FY23	2000	2555	53410			0.00
3	1	LO		Facilities Management	FY24	1000	1100	53410		3,000.00	3,000.00
4	1	LO		Public Works	FY24	2000	2555	53410		5,000.00	5,000.00
5	1	LO		Facilities Management	FY25	1000	1100	53410		1,848.00	1,848.00
6	1	LO		Public Works	FY25	2000	2555	53410		5,000.00	5,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 16,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide equipment rental services, as needed, for the County facilities per US Communities Contract #20199000318.
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, Clara Gomez, Amy Arlowe, and Sandra Martinez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 10/03/23
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