



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#: 23-3486	RFP, BID, QUOTE OR RENEWAL #: 23-127-DCC	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$25,656.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 11/07/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$25,656.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Standard Textile Co., Inc.	VENDOR #: 10988	DEPT: DuPage Care Center	DEPT CONTACT NAME: Vinit Patel
VENDOR CONTACT: Benjamin Schwettman	VENDOR CONTACT PHONE: 513-761-9255	DEPT CONTACT PHONE #: 630-784-4273	DEPT CONTACT EMAIL: vinit.patel@dupagecounty.gov
VENDOR CONTACT EMAIL: schwettman@standardtextile.com	VENDOR WEBSITE:	DEPT REQ #: 7423	
<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.). Housekeeping Trolley carts for the DuPage Care Center, for the period 11/08/23 through 11/07/24, for a total amount not to exceed 25,656.00, per bid #23-127-DCC. (ARPA ITEM)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The housekeeping trolley carts are designed to work with cleaning processes, to further improve efficiency and reduce cost as well as faster cleaning through intuitive design, hands free lid ensures hygienic operation and clearly defined sections, with color coded components to keep clean and soil supply separate. Carts come with separate containers to keep clean micro-fiber mop heads moist that helps disinfect resident room and common area floors properly, as well as container to house the used micro-fibers mop head, with all lids and doors being 100% lockable for safety purposes. The cart is made up of over 50% recyclable materials and anodized aluminum frame system and doors to further the longevity of equipment when cart is sanitized. Trolley cart is also compatible with our touch-less mopping system that was purchased a few month ago that assists with our core infection control policies.			

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	
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

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: Standard Textile Co., Inc.	Vendor#: 10988	Dept: DuPage Care Center	Division: Environmental Concerns
Attn: Benjamin Schwettman	Email: schwettman@standardtextile.com	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: 1 Knollcrest Drive	City: Cincinnati	Address: 400 N. County Farm Road	City: Wheaton
State: OH	Zip: 45237	State: IL	Zip: 60187
Phone: 513-761-9255	Fax:	Phone: 630-784-4273	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Standard Textile Co., Inc.	Vendor#: 10988	Dept: DuPage Care Center	Division:
Attn:	Email:	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: 1 Knollcrest Drive	City: Cincinnati	Address: 400 N. County Farm Road	City: Wheaton
State: OH	Zip: 45237	State: IL	Zip: 60187
Phone: 513-761-9255	Fax:	Phone: 630-784-4273	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): November 8, 2023	Contract End Date (PO25): November 7, 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	16	EA		Vileda Professional Trolley Carts	FY23	5000	2115	52000	COVID-19-DCC	1,603.50	25,656.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 25,656.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Housekeeping Trolley carts for the DuPage Care Center, for the period 11/08/23 through 11/07/24, for a total amount not to exceed 25,656.00, per bid #23-127-DCC. (ARPA ITEM)
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.

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