



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#: 23-3453	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$28,807.70
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 11/07/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$28,807.70	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Fisher Scientific Company LLC	VENDOR #:	DEPT: Sheriff's Crime Lab	DEPT CONTACT NAME: Jillian Baker
VENDOR CONTACT: Regina Baker	VENDOR CONTACT PHONE: 412-790-1425	DEPT CONTACT PHONE #: 630-407-2103	DEPT CONTACT EMAIL: jillian.baker@dupagesheriff.org
VENDOR CONTACT EMAIL: regina.baker@thermofisher.com	VENDOR WEBSITE: www.fishersci.com	DEPT REQ #:	
<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.). Purchase of four (4) Certified Laboratory Power Protection Systems to install on four GCMS instruments in the chemistry section of the Sheriff's Crime Laboratory. Total cost is \$28,807.70 with quote obtained from a collaborative contract (Omnia Partners Contract #2021002889). Will use 2022 Coverdell Grant Funds for purchase.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The chemistry section of the Sheriff's Crime Laboratory has four Gas Chromatograph/Mass Spectrometer (GCMS) instruments used in the identification and confirmation of controlled substances in seized drug evidence. These instruments must continuously run for optimal performance. When building power interruptions occur the instruments shut down, sometimes in the middle of running case samples. Unexpected instrument shutdowns require lab staff to stop work to return the instruments to working order and potentially requires repairs to the instrument. The purchase of a power protection system for each instrument will protect the instrument during power surges, ensure continuous operation during building power interruptions, and maintain the functionality of the instrument.			

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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. It was identified that Fisher Scientific provides pricing from Omnia contracts and sells Franek Certified Power Protection Systems (PN FT1-8890SGCMS-AG). Franek units are designed to protect and maintain power supply to currently owned laboratory instruments (GCMS) in the event of power interruptions.
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). It is recommended to purchase these units as they are designed for laboratory equipment. Alternatives would be to purchase uninterrupted power supply units designed for computer equipment which would not have sufficient power back up for the lab's instrumentation. Another option is to take no action, which continues to put instruments at risk of power surges and maintenance & troubleshooting after power interruptions (causing a delay in the analysis of seized drug evidence).

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: Fisher Scientific Comany LLC	Vendor#:	Dept: Sheriff's Office	Division: Budget Support
Attn: Regina Baker	Email: regina.baker@thermofisher.com	Attn: Colleen Zbilski	Email: colleen.zbilski@DuPageSheriff.org
Address: 4500 Turnberry Drive	City: Hanover Park	Address: 501 N. County Farm Road	City: Wheaton
State: IL	Zip: 60133-5491	State: IL	Zip: 60187
Phone: 412-790-1425	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Fisher Scientific Company LLC	Vendor#:	Dept: DuPage County Sheriff's Office	Division: Crime Lab
Attn: Regina Baker	Email: regina.baker@thermofisher.com	Attn: Jillian Baker	Email: jillian.baker@dupagesheriff.org
Address: 4500 Turnberry Drive	City: Hanover Park	Address: 501 N. County Farm Road	City: Wheaton
State: IL	Zip: 60133-5491	State: IL	Zip: 60187
Phone: 412-790-1425	Fax:	Phone: 630-407-2103	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 7, 2023	Contract End Date (PO25): Nov 6, 2024
Contract Administrator (PO25):			

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	4	EA	FT1-8890SGC MS-AG	Laboratory Power Protection System	FY23	5000	4520	54110	722503	7,200.00	28,800.00
2	1	EA		Fuel Surcharge	FY23	5000	4520	54110	722503	7.70	7.70
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 28,807.70

Comments

HEADER COMMENTS	Provide comments for P020 and P025.
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