



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

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-1137	RFP, BID, QUOTE OR RENEWAL #: 25-031-DCC	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$125,661.21
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 05/06/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$125,661.21
	CURRENT TERM TOTAL COST: \$125,661.21	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD:
Vendor Information		Department Information	
VENDOR: AirGas USA, LLC	VENDOR #: 10674	DEPT: DuPage Care Center	DEPT CONTACT NAME: Vinit Patel
VENDOR CONTACT: Joel Thoms	VENDOR CONTACT PHONE: 630-231-7760	DEPT CONTACT PHONE #: 630-784-4273	DEPT CONTACT EMAIL: vinit.patel@dupagecounty.gov
VENDOR CONTACT EMAIL: joel.thoms@airgas.com	VENDOR WEBSITE:	DEPT REQ #: 7507	
<b>Overview</b>			
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 AirGas USA, LLC for liquid medical oxygen central supply system for the DuPage Care Center, for the period 06/01/25 through 05/31/29, for a total contract amount not to exceed \$125,661.21, per bid #25-031-DCC.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Providing medical grade oxygen is a medical necessity for some residents here at the DuPage Care Center. These residents have physician's order stating the need for oxygen. This oxygen is provided in bulk from the distribution through the central oxygen system at the DuPage Care Center to those locations that have oxygen outlets. 91 invitations were sent 2 vendors requested documents 2 vendors submitted bids - Linde Gas & Equipment deemed non-responsive for not providing price as requested, therefore AirGas USA, LLC was the most responsive, responsible bidder.			

### 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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: AirGas USA, LLC	Vendor#: 10674	Dept: DuPage Care Center	Division: Clinical Support
Attn: Joel Thoms	Email: Joel.thoms@airgas.com	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: 1250 W. Washington Street	City: West Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60185	State: IL	Zip: 60187
Phone: 630-231-7760	Fax:	Phone: 630-784-4273	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: AirGas USA, LLC	Vendor#: 10674	Dept: DuPage Care Center	Division: Clinical Support
Attn:	Email:	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: 1250 W. Washington Street	City: West Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60185	State: IL	Zip: 60187
Phone: 630-231-7760	Fax:	Phone: 630-784-4273	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): June 1, 2025	Contract End Date (PO25): May 31, 2029

### 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		rental of liquid medical oxygen exterior supply system	FY25	1200	2075	53410		3,660.00	3,660.00
2	1	EA		Bulk liquid medical oxygen & emergency delivery	FY25	1200	2075	52320		12,047.78	12,047.78
3	1	EA		rental of liquid medical oxygen exterior supply system	FY26	1200	2075	53410		7,320.00	7,320.00
4	1	EA		Bulk liquid medical oxygen & emergency delivery	FY26	1200	2075	52320		24,095.22	24,095.22
5	1	EA		rental of liquid medical oxygen exterior supply system	FY27	1200	2075	53410		7,320.00	7,320.00
6	1	EA		Bulk liquid medical oxygen & emergency delivery	FY27	1200	2075	52320		24,095.22	24,095.22
7	1	EA		rental of liquid medical oxygen exterior supply system	FY28	1200	2075	53410		7,320.00	7,320.00
8	1	EA		Bulk liquid medical oxygen & emergency delivery	FY28	1200	2075	52320		24,095.22	24,095.22
9	1	EA		rental of liquid medical oxygen exterior supply system	FY29	1200	2075	53410		3,660.00	3,660.00
10	1	EA		Bulk liquid medical oxygen & emergency delivery	FY29	1200	2075	52320		12,047.78	12,047.78
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 125,661.22

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of a contract to AirGas USA, LLC for liquid medical oxygen central supply system for the DuPage Care Center, for the period 06/01/25 through 05/31/29, for a total contract amount not to exceed \$125,661.21, per bid #25-031-DCC.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. May 6, 2025 Human Services Committee      May 13, 2025 County Board
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.