



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#: 23-3736	RFP, BID, QUOTE OR RENEWAL #: QU0-13642-TOSOK2	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$22,470.02
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 12/5/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$22,470.02
	CURRENT TERM TOTAL COST: \$22,470.02	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Intercomp	VENDOR #:	DEPT: Sheriff	DEPT CONTACT NAME: Dan Bilodeau
VENDOR CONTACT: Todd Donaldson	VENDOR CONTACT PHONE: 763-404-3714	DEPT CONTACT PHONE #: 630-407-2402	DEPT CONTACT EMAIL: dan.bilodeau@dupagesheriff.org
VENDOR CONTACT EMAIL: todd@intercompcompany.com	VENDOR WEBSITE: www.intercompcompany.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.). Procurement of portable scales for enforcement of overweight trucks to be purchased via GSA pricing. Procurement will order through GSA advantage and not the vendor			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Portable scales are needed to weigh trucks for overweight enforcement on county roads. The ultimate objective would be the prevention of overweight trucks damaging county roads			

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. GSA Pricing for scales that are authorized by the state to be used for overweight enforcement
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). Purchase of the scales for enforcement of overweight trucking to prevent damage to county roadways or 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: Intercomp	Vendor#:	Dept: Sheriff	Division: Budget
Attn: Todd Donaldson	Email: todd@intercompcompany.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 3839 County Road 116	City: Medina	Address: 501 N County Farm Rd	City: Wheaton
State: MN	Zip: 55340-9342	State: IL	Zip: 60187
Phone: 763-476-2531	Fax: 763-476-2613	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Intercomp	Vendor#:	Dept: Sheriff	Division: Sheriff
Attn: Todd Donaldson	Email: todd@intercompcompany.com	Attn: Dan Bilodeau	Email: dan.bilodeau@dupagesheriff.org
Address: 3839 County Road 116	City: Medina	Address: 501 N County Farm Rd	City: Wheaton
State: MN	Zip: 55340-9342	State: IL	Zip: 60187
Phone: 763-476-2531	Fax: 763-476-2613	Phone: 630-407-2402	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25):	Contract End Date (PO25):
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	2	EA	182041-RFX	LP600 wireless solar wheel load 4 scale system	FY23	1000	4415	54100		11,235.01	22,470.02
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 22,470.02

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