



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-1548	RFP, BID, QUOTE OR RENEWAL #: Bid #25-065-ROE	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$25,981.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 06/24/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$25,981.00
	CURRENT TERM TOTAL COST: \$25,981.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Corrigan Moving Systems	VENDOR #:	DEPT: Regional Office of Education	DEPT CONTACT NAME: Amber Quirk
VENDOR CONTACT: Michael Donahue	VENDOR CONTACT PHONE: 630-853-9743	DEPT CONTACT PHONE #: 630-407-5772	DEPT CONTACT EMAIL: aquirk@dupageroe.org
VENDOR CONTACT EMAIL: mdonahue@corrigan.com	VENDOR WEBSITE: www.corriganmoving.com	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.). Provide moving services in order for a school to move from its current location to a new location in Aurora.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Moving services are needed to assist with the move of items from one school location to another.			

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

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: Corrigan Moving Systems	Vendor#:	Dept: Regional Office of Education	Division:
Attn: Michael Donahue	Email: mdonahue@corrigan.com	Attn: Amber Quirk	Email: aquirk@dupageroe.org
Address: 4800 Gary Ave.	City: Hanover Park	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60133	State: IL	Zip: 60187
Phone: 630-853-9743	Fax:	Phone: 630-407-5772	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Corrigan Moving Systems	Vendor#:	Dept: N/A	Division:
Attn: Anna Labellarte	Email: alabellarte@corrigan.com	Attn:	Email:
Address: 4800 Gary Ave.	City: Hanover Park	Address:	City:
State: IL	Zip: 60133	State:	Zip:
Phone: 630-912-8482 ext. 58482	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 24, 2025	Contract End Date (PO25): Jul 31, 2025

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		Moving Services	FY25	1000	5700	53805	115322103 100	25,981.00	25,981.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 25,981.00

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. Allow first invoice date of 06/23/2025.
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.