

Procurement Review Comprehensive Checklist **Procurement Services Division**

This form must accompany all Purchase Order Requisitions

	SECTION 1:	DESCRIPTION				
General Tracking		Contract Terms				
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$15,000.00 CONTRACT TOTAL COST WITH ALL RENEWALS: \$22,500.00			
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 11/04/2025	PROMPT FOR RENEWAL:				
	CURRENT TERM TOTAL COST: \$7,500.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM			
Vendor Information		Department Information	L			
VENDOR: Menards	VENDOR #: 10851	DEPT: Public Works	DEPT CONTACT NAME: Drew Cormican			
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: drew.cormican@dupagecounty.gov			
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	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.). DuPage County Public Works is seeking a contract till the end of the FY25 fiscal year with Menards totaling \$22,500. Year-to-Date spend as of the end of October was roughly \$14,500.00.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

A contract was not anticipated at the beginning of the fiscal year, but due to competitive pricing and product variety, a contract to continue utilizing Menards for a wide variety of products is being requested.

	SECTION 2: DECISION MEMO REQUIREMENTS
DECISION MEMO NOT REQUIRED PER 55 ILCS 5/5-1022 'COMPETITIV	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. EBIDS' (C) NOT SUITABLE FOR COMPETITIVE BIDDING
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.

Sena	l Purchase Order To:	Send Invoices To:				
Vendor: Menards	Vendor#: 10851	Dept: Public Works	Division: Public Works			
Attn:	Email:	Attn: Magda	Email: pwaccountspayable@dupagecour y.gov			
Address:	City:	Address: City: 7900 S. Rt 53 Woodridge				
State:	Zip:	State: Zip: Illinois 60517				
Phone:	Fax:	Phone: Fax: 6309857400				
Send Payments To:		Ship to:				
Vendor:	Vendor#:	Dept:	Division:			
Same as Above	Same as Above	Same as Above	Same as Above			
Attn:	Email:	Attn:	Email:			
Address:	City:	Address:	City:			
State:	Zip:	State:	Zip:			
Phone:	Fax:	Phone:	Fax:			
 Shipping		Contract Dates				
Payment Terms:	FOB: Contract Start Date (PO25): Contract End Date (PO25)		Contract End Date (PO25):			
PER 50 ILCS 505/1	Destination	Nov 4, 2025	Nov 30, 2025			

					Purchas	se Requisi	ition Lin	e Details			
LN	Qty	UOM	ltem Detai l (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Misc parts as needed	FY25	2000	2555	52200		1,000.00	1,000.00
2	1	EA		Misc parts as needed	FY25	2000	2555	52250		3,000.00	3,000.00
3	1	EA		Misc parts as needed	FY25	2000	2665	52200		1,000.00	1,000.00
4	1	EA		Misc parts as needed	FY25	2000	2665	52250		2,500.00	2,500.00
FYi	FY is required, assure the correct FY is selected.						Requisition Total	\$ 7,500.00			

	Comments			
HEADER COMMENTS	Provide Comments for P020 and P023.			
SPECIAL INSTRUCTIONS				
INTERNAL NOTES				
APPROVALS				