



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 24-1857	RFP, BID, QUOTE OR RENEWAL #: 22-055-DCC	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$66,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 07/02/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$193,700.00
	CURRENT TERM TOTAL COST: \$43,200.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Alpha Baking Company	VENDOR #: 38093	DEPT: DuPage Care Center	DEPT CONTACT NAME: Dining Services
VENDOR CONTACT: Jim Deere	VENDOR CONTACT PHONE: 773-261-6000	DEPT CONTACT PHONE #: 630-784-4416	DEPT CONTACT EMAIL: mario.plata@dupagecounty.gov
VENDOR CONTACT EMAIL: jdeere@alphabaking.com	VENDOR WEBSITE:	DEPT REQ #: 7457	
<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.). Furnish and deliver assorted sliced breads, rolls & sandwich buns for the DuPage Care Center and Cafes' on County Campus, for the period August 5, 2024 through August 4, 2025, for a contract total not to exceed \$43,200, under bid renewal #22-055-DCC, second of three one-year optional renewals.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The DuPage Care Center is regulated by the IL Department of Public Health which mandates & monitors our ongoing compliance with applicable State & Federal regulations that govern our practices, policies & procedures. Adherence to physicians diet orders & clearly defined menu guideline, which includes bread is necessary to avoid fines & or penalties. To ensure that we are allowed to bill for & be reimbursed for care provided to residents as well as operated campus cafeteria and catering operations, bread purchases are necessary			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
RENEWAL	
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

<b>SECTION 3: DECISION MEMO</b>	
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: Alpha Baking	Vendor#: 38093	Dept: DuPage Care Center	Division: Dining Services
Attn: Jim Deere	Email: jdeere@alphabaking.com	Attn: Mario Plata	Email: mario.plata@dupagecounty.gov
Address: 5001 W. Polk Street	City: Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60639	State: IL	Zip: 60187
Phone: 773-261-6000	Fax:	Phone: 630-784-4416	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Alpha Baking	Vendor#: 38093	Dept: DuPage Care Center	Division: Dining Services
Attn: Marilyn Shisolm	Email: mchisholm@alphabaking.com	Attn: Mario Plata	Email: mario.plata@dupagecounty.gov
Address: 36230 Treasury Center	City: Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60694-6200	State: IL	Zip: 60187
Phone: 773-261-6000 x3352	Fax:	Phone: 630-784-4416	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): August 5, 2024	Contract End Date (PO25): August 4, 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		assorted sliced breads, rolls & sandwich buns	FY24	1200	2025	52210		12,100.00	12,100.00
2	1	EA		assorted sliced breads, rolls & sandwich buns	FY24	1200	2100	52210		2,300.00	2,300.00
3	1	EA		assorted sliced breads, rolls & sandwich buns	FY25	1200	2025	52210		24,200.00	24,200.00
4	1	EA		assorted sliced breads, rolls & sandwich buns	FY25	1200	2100	52210		4,600.00	4,600.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 43,200.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver assorted sliced breads, rolls & sandwich buns for the DuPage Care Center and Cafes' on County Campus, for the period August 5, 2024 through August 4, 2025, for a contract total not to exceed \$43,200, under bid renewal #22-055-DCC, second of three one-year optional renewals.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. 07/02/24 HS Committee    07/09/24 County Board Meeting
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.