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 #: 21-096-FM | INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST: $20,000.00 |
| COMMITTEE: TRANSPORTATION | TARGET COMMITTEE DATE: 04/18/2023 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: $60,000.00 |
| | CURRENT TERM TOTAL COST: $20,000.00 | MAX LENGTH WITH ALL RENEWALS: THREE YEARS | CURRENT TERM PERIOD: FIRST RENEWAL |
| *Vendor Information* | | *Department Information* | |
| VENDOR: Red Wing Brands of America, Inc. | VENDOR #: 10549 | DEPT: Division of Transportation | DEPT CONTACT NAME: Michael Figuray |
| VENDOR CONTACT: Brian Duerinck | VENDOR CONTACT PHONE: 815-355-4242 | DEPT CONTACT PHONE #: 630-407-6924 | DEPT CONTACT EMAIL: michael.figuray@dupageco.org |
| VENDOR CONTACT EMAIL: brian.duerinck@redwingshoes.com | 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.).
Recommendation for the approval of a contract to Red Wing Brands of America, to furnish safety shoes and work boots, as needed for the Division of Transportation, for the period April 18, 2023 through February 22, 2024, for a contract total not to exceed $20,000.00. Per most qualified offer on Proposal #21-096-FM, first option to renew.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Qualified Division of Transportation employees are provided with a $200.00 allowance voucher to purchase safety shoes/boots. Red Wing Brands of America will invoice the County the amount for what the employees spent for the shoes up to $200.00. Any amount exceeding $200.00 is paid for by the employee at the time of purchase.

# SECTION 2: DECISION MEMO REQUIREMENTS

| | |
|---|---|
| DECISION MEMO NOT REQUIRED<br>RENEWAL | 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. |

# 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. |

## SECTION 5: Purchase Requisition Information

| *Send Purchase Order To:* | | *Send Invoices To:* | |
|---|---|---|---|
| Vendor:<br>Red Wing Brands of America, Inc. | Vendor#:<br>10549 | Dept:<br>Division of Transportation | Division:<br>Finance |
| Attn:<br>Brian Duerinck | Email:<br>brian.duerinck@redwingshoes.com | Attn: | Email:<br>DOTFinance@dupageco.org |
| Address:<br>314 Main Street | City:<br>Red Wing | Address:<br>421 N. County Farm Rd | City:<br>Wheaton |
| State:<br>MN | Zip:<br>55066 | State:<br>IL | Zip:<br>60187 |
| Phone:<br>651-388-8211 | Fax:<br>651-385-1798 | Phone:<br>630-407-6900 | Fax: |
| ***Send Payments To:*** | | ***Ship to:*** | |
| Vendor:<br>Red Wing Brands of America, Inc. | Vendor#:<br>10549 | Dept: | Division: |
| Attn: | Email: | Attn: | Email: |
| Address:<br>PO Box 844329 | City:<br>Dallas | Address: | City: |
| State:<br>TX | Zip:<br>75284-4329 | State: | Zip: |
| Phone: | Fax: | Phone: | Fax: |
| **Shipping** | | **Contract Dates** | |
| Payment Terms:<br>PER 50 ILCS 505/1 | FOB:<br>Destination | Contract Start Date (PO25):<br>Apr 18, 2023 | Contract End Date (PO25):<br>Feb 22, 2024 |
| Contract Administrator (PO25): Kathleen Black Curcio | | | |

## 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 | | DOT - Safety Shoes/Work Boots | FY23 | 1500 | 3500 | 52200 | | 2,500.00 | 2,500.00 |
| 2 | 1 | EA | | DOT - Safety Shoes/Work Boots | FY23 | 1500 | 3510 | 52200 | | 14,000.00 | 14,000.00 |
| 3 | 1 | EA | | DOT - Safety Shoes/Work Boots | FY23 | 1500 | 3520 | 52200 | | 3,500.00 | 3,500.00 |
| ***FY is required, assure the correct FY is selected.*** | | | | | | | | | | Requisition Total | $ 20,000.00 |

| *Comments* | |
|---|---|
| HEADER COMMENTS | Provide comments for P020 and P025.<br>Furnish safety shoes and work boots, for qualified Division of Transportation employees, on an as needed basis. |
| 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