



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#: FI-P-0027-23	RFP, BID, QUOTE OR RENEWAL #: NASPO AGREEMENT #MA454	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$40,000.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/28/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$40,000.00
	CURRENT TERM TOTAL COST: \$40,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Federal Express	VENDOR #: 11196	DEPT: Office Supply	DEPT CONTACT NAME: Gary Zidek
VENDOR CONTACT: Joselyn Henderson	VENDOR CONTACT PHONE: 816-309-1546	DEPT CONTACT PHONE #: x6207	DEPT CONTACT EMAIL: Gary.Zidek@dupagecounty.gov
VENDOR CONTACT EMAIL: jchenderson1@fedex.com	VENDOR WEBSITE: www.fedex.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.). To provide express mail services for DuPage County departments, at the best pricing, through NASPO Valuepoint with the State of Illinois Contract #MA454.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished For annual express mail service, a comparison has been done and FedEx has consistently had the lowest pricing for the specific size of packages shipped.			

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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. Comparison with other carriers. FedEx provides the lowest pricing for County needs.
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). 1. Continue to provide express mail service utilizing FedEx for county departments through the State of Illinois Joint Purchase Agreement. 2. Use other carriers and pay a higher cost. 3. Do nothing and let department select and not obtain the best price for the County.

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: Federal Express	Vendor#: 11196	Dept: Office Supply	Division: Finance
Attn: Joselyn Henderson	Email: jchenderson1@fedex.com	Attn: Gary Zidek	Email: gary.zidek@dupagecounty.gov
Address: 900 7th Street NW	City: Washington	Address: 421 N. County Farm Road	City: Wheaton
State: DC	Zip: 20001	State: IL	Zip: 60187
Phone: 816-309-1546	Fax:	Phone: x6207	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Federal Express	Vendor#: 11196	Dept: Same	Division:
Attn: FedEx Revenue Services	Email: fedex.com/usgovt	Attn:	Email:
Address: PO Box 37161	City: Pittsburgh	Address:	City:
State: PA	Zip: 15250	State:	Zip:
Phone: 800-645-9424	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Nov 30, 2024
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	1	EA		EXPRESS MAIL FINANCE	FY24	1000	1150	53804		2,500.00	2,500.00
2	1	EA		EXPRESS MAIL STATES ATTRNY	FY24	1000	6500	53804		12,000.00	12,000.00
3	1	EA		EXPRESS MAIL MERIT COMM.	FY24	1000	4420	53804		1,000.00	1,000.00
4	1	EA		EXPRESS MAIL-PUBLIC DEFENDER	FY24	1000	6300	53804		300.00	300.00
5	1	EA		EXPRESS MAIL PROBATION	FY24	1000	6100	53804		300.00	300.00
6	1	EA		EXPRESS MAIL COUNTY BRD	FY24	1000	1001	53804		250.00	250.00
7	1	EA		EXPRESS MAIL FACILITIES MGMT	FY24	1000	1100	53804		250.00	250.00
8	1	EA		EXPRESS MAIL IT	FY24	1000	1110	53804		200.00	200.00
9	1	EA		EXPRESS MAIL HR	FY24	1000	1120	53804		250.00	250.00
10	1	EA		EXPRESS MAIL SECURITY	FY24	1000	1130	53804		100.00	100.00
11	1	EA		EXPRESS MAIN COMM SVC	FY24	1000	1750	53804		200.00	200.00
12	1	EA		EXPRESS MAIL CORONER	FY24	1300	4130	53804		1,000.00	1,000.00
13	1	EA		EXPRESS MAIL COUNTY CLRK	FY24	1000	4200	53804		100.00	100.00
14	1	EA		EXPRESS MAIL ROE	FY24	1000	5700	53804		400.00	400.00
15	1	EA		EXPRESS MAIL RECORDER	FY24	1000	4300	53804		150.00	150.00
16	1	EA		EXPRESS MAIL SHERIFF	FY24	1000	4400	53804		4,800.00	4,800.00
17	1	EA		EXPRESS MAIL CIRCUIT CRT	FY24	1000	5900	53804		200.00	200.00
18	1	EA		EXPRESS MAIL JURY COMM.	FY24	1000	5910	53804		200.00	200.00
19	1	EA		EXPRESS MAIL B&Z	FY24	1100	2810	53804		200.00	200.00
20	1	EA		EXPRESS MAIL CARE CENTER	FY24	1200	2000	53804		2,000.00	2,000.00
21	1	EA		EXPRESS MAIL SMW	FY24	1600	3000	53804		200.00	200.00
22	1	EA		EXPRESS MAIL PW	FY24	2000	2665	53804		5,800.00	5,800.00
23	1	EA		EXPRESS MAIL ETSB	FY24	4000	5820	53804		3,000.00	3,000.00
24	1	EA		EXPRESS MAIL COMMUNITY DVLPMT	FY24	5000	1440	53804		400.00	400.00
25	1	EA		EXPRESS MAIL ANIMAL CNTRL	FY24	1100	1300	53804		4,000.00	4,000.00
26	1	EA		EXPRESS MAIL TREASURE	FY24	1000	5000	53804		100.00	100.00
27	1	EA		EXPRESS MAIL ELECTION	FY24	1000	4220	53804		100.00	100.00
										Requisition Total	\$ 40,000.00

FY is required, assure the correct FY is selected.

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. This contract purchase order is to provide express mail services from December 1, 2023 through November 30, 2024.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send audit packet to each department including auditor.
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