



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#: 25-0710	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$150,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/01/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$150,000.00
	CURRENT TERM TOTAL COST: \$150,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Noland Sales Corporation	VENDOR #: 10264	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Mike Ryan	VENDOR CONTACT PHONE: 630-787-9500	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: miker@nolandsales.com	VENDOR WEBSITE:	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.). Recommendation for the approval of a contract to Noland Sales Corporation, to furnish, deliver and install Interface Carpet and Flooring, as needed for County facilities, for Facilities Management, for the period April 15, 2025 through April 14, 2027, for a total contract amount not to exceed \$150,000.00 Contract pursuant to the Intergovernmental Cooperation Act – Omnia Partners Contract #2020002145.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Interface carpeting and flooring throughout the County facilities becomes worn and soiled due to high traffic from employees and members of the public. Replacement carpet and flooring is needed to provide a safe and aesthetic environment for visitors and staff throughout the campus.			

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	
SOURCE SELECTION	Describe method used to select source. Both Sourcewell and Omnia have Cooperative Purchasing contracts for Interface carpet and flooring. These contracts were reviewed and compared by a Facilities Manager and the Interface Account Executive for the Chicago area; the Omnia contract provided the lower cost per unit for the items used by the County. Noland Sales Corporation supports Omnia Contract #2020002145. GSA pricing is not available for this product.
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) Purchase Interface carpet and flooring through Omnia Contract #2020002145. This option is recommended due to the superior pricing of the bid agreement. 2) Bid out the purchase / installation of interface carpeting and flooring. This was previously attempted and the bids were higher as the manufacturer only offers the deep discounts through the Cooperative Purchasing agreements. 3) Bid out an alternative manufacturer. This is not recommended as it eliminates the ability to purchase matching carpet and flooring, causing complete areas to be replaced and increases the amount of attic stock and associated costs.

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: Noland Sales Corporation	Vendor#: 10264	Dept: Facilities Management	Division:
Attn: Mike Ryan	Email: miker@nolandsales.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 815 Mittel Drive	City: Wood Dale	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60191	State: IL	Zip: 60187
Phone: 630-787-9500	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Noland Sales Corporation	Vendor#: 10264	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Mark Thomas	Email: mark.thomas@dupagecounty.gov
Address: 815 Mittel Drive	City: Wood Dale	Address: various locations	City: Wheaton
State: IL	Zip: 60191	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 15, 2025	Contract End Date (PO25): Apr 14, 2027

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	LO		Interface Carpet / Flooring / Supplies	FY25	1000	1100	52270		15,000.00	15,000.00
2	1	LO		Interface Carpet / Flooring / Installation	FY25	1000	1100	53300		15,000.00	15,000.00
3	1	LO		Interface Carpet / Flooring / Supplies	FY26	1000	1100	52270		30,000.00	30,000.00
4	1	LO		Interface Carpet / Flooring / Installation	FY26	1000	1100	53300		30,000.00	30,000.00
5	1	LO		Interface Carpet / Flooring / Supplies	FY27	1000	1100	52270		30,000.00	30,000.00
6	1	LO		Interface Carpet / Flooring / Installation	FY27	1000	1100	53300		30,000.00	30,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 150,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish, deliver and install Interface Carpet and Flooring, as needed for County facilities, for Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public works Committee: 04/01/25 County Board: 04/15/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.