



# Procurement Review Comprehensive Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: FI-P-0030-25	RFP, BID, QUOTE OR RENEWAL #: NASPO Agreement #MA454	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$39,600.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/25/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$39,600.00
	CURRENT TERM TOTAL COST: \$39,600.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Federal Express	VENDOR #: 11196	DEPT: Office Supply	DEPT CONTACT NAME: Juan Romero
VENDOR CONTACT: Joselyn Henderson	VENDOR CONTACT PHONE: 816-309-1546	DEPT CONTACT PHONE #: 630-407-6209	DEPT CONTACT EMAIL: juan.romero@dupagecounty.gov
VENDOR CONTACT EMAIL: jchenderson@fedex.com	VENDOR WEBSITE: www.fedex.com	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.). To provide express mail services for various 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

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. Provide departments express mail service utilizing FedEx through the State of Illinois Joint Purchase Agreement. 2. Allow departments to use any carrier individually and pay a higher cost. 3. Do nothing and let the departments select and not obtain the best price for the County.

## 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: Federal Express	Vendor#: 11196	Dept: Office Supply	Division: Finance
Attn: Joselyn Henderson	Email: jchenderson1@fedex.com	Attn: Juan Romero	Email: juan.romero@dupagecounty.gov
Address: 900 7th Street NW	City: Washington	Address: 421 N. County Farm Rd	City: Wheaton
State: DC	Zip: 20001	State: IL	Zip: 60187
Phone: 816-309-1546	Fax:	Phone: 630-407-6209	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): 12/01/2025	Contract End Date (PO25): 11/30/2026

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		See Attachment	FY26					39,600.00	39,600.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 39,600.00

Comments	
HEADER COMMENTS	<div>Provide comments for P020 and P025.</div> <div>This Contract purchase order is to provide express mail services from December 1, 2025 through November 30, 2026.</div>
SPECIAL INSTRUCTIONS	<div>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</div> <div>Please see attached sheet for line breakouts.</div>
INTERNAL NOTES	<div>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</div>
APPROVALS	<div>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</div>

FedEx

LN	Description	FY	Company	AU	Acct Code	Sub-accounts/ Activity Code	Price
1	ANS - POSTAGE/POSTAL	FY26	1100	1300	53804		\$2,200.00
2	DCC - POSTAGE/POSTAL	FY26	1200	2000	53804		\$500.00
3	CCT - POSTAGE/POSTAL	FY26	1000	5900	53804		\$100.00
4	COR - POSTAGE/POSTAL	FY26	1300	4130	53804		\$350.00
5	CB - POSTAGE/POSTAL	FY26	1000	1001	53804		\$150.00
6	CS - CDBG- POSTAGE/POSTAL	FY26	5000	1440	53804	CD25 ADMIN	\$250.00
7	CS - CSBG - POSTAGE/POSTAL	FY26	5000	1650	53804	25-231028	\$50.00
8	CS - WEX - POSTAGE/POSTAL	FY26	5000	1400	53804	23-461028	\$50.00
9	CS - HS - POSTAGE/POSTAL	FY26	1000	1750	53804		\$300.00
10	CS - SENIORS - POSTAGE/POSTAL	FY26	5000	1720	53804	26-703S	\$200.00
11	DOT - POSTAGE/POSTAL	FY26	1500	3500	53804		\$1,500.00
12	ETSB - POSTAGE/POSTAL	FY26	4000	5820	53804		\$500.00
13	FIN - POSTAGE/POSTAL	FY26			53804		
14	HR - POSTAGE/POSTAL	FY26	1000	1120	53804		\$250.00
15	JC - POSTAGE/POSTAL	FY26	1000	5910	53804		\$200.00
16	OHSEM - POSTAGE/POSTAL	FY26	1000	1130	53804		\$50.00
17	OHSEM - POSTAGE/POSTAL	FY26	1000	1900	53804		\$100.00
18	PROB - POSTAGE/POSTAL	FY26	1000	6100	53804		\$150.00
19	PROB - POSTAGE/POSTAL	FY26	1400	6120	53804		\$400.00
20	PDF - POSTAGE/POSTAL	FY26	1000	6300	53804		\$500.00
21	PW - POSTAGE/POSTAL	FY26	2000	2665	53804		\$10,000.00
22	ROE - POSTAGE/POSTAL	FY26	1000	5700	53804		\$150.00
23	SAO - POSTAGE/POSTAL	FY26	1000	6500	53804		\$6,500.00
24	SHF - POSTAGE/POSTAL	FY26	1000	4400	53804		\$15,000.00
25	SWM - POSTAGE/POSTAL	FY26	1600	3000	53804		\$150.00