



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#: 24-0392	RFP, BID, QUOTE OR RENEWAL #: 21-096-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$30,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/06/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$127,000.00
	CURRENT TERM TOTAL COST: \$28,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Red Wing Brands of America, Inc.	VENDOR #: 10549	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Brian Duerinck	VENDOR CONTACT PHONE: 815-355-4242	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: brian.duerinck@redwingshoes.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 Red Wing Brands of America, Inc., to furnish safety shoes and work boots, as needed for Facilities Management, Public Works, Stormwater, and the Care Center, for the period February 23, 2024 through February 22, 2025, for a contract total not to exceed \$28,000. (Facilities Management \$10,000, Public Works \$10,000, Stormwater \$4,500, Care Center \$3,500), per most qualified offer on Proposal 21-096-FM, second option to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Qualified Facilities Management, Public Works, Stormwater, and Care Center 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	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.

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Red Wing Brands of America, Inc.	Vendor#: 10549	Dept: Facilities Management	Division:
Attn: Brian Duerinck	Email: brian.duerinck@redwingshoes.com	Attn:	Email:
Address: 314 Main Street	City: Red Wing	Address: various locations	City: Wheaton & Woodridge
State: MN	Zip: 55066	State: IL	Zip: 60187 & 60517
Phone: 651-388-8211	Fax: 651-385-1798	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Red Wing Brands of America, Inc.	Vendor#: 10549	Dept:	Division:
Attn:	Email:	Attn: various locations	Email:
Address: PO Box 844329	City: Dallas	Address:	City: Wheaton & Woodridge
State: TX	Zip: 75284-4329	State: IL	Zip: 60187 & 60517
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 23, 2024	Contract End Date (PO25): Feb 22, 2025
Contract Administrator (PO25): Mary Ventrella			

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		Facilities Management	FY24	1000	1100	52200		8,000.00	8,000.00
2	1	LO		Public Works	FY24	2000	2665	52200		7,000.00	7,000.00
3	1	LO		Stormwater	FY24	1600	3000	52200		3,000.00	3,000.00
4	1	LO		Care Center	FY24	1200	2035	52200		3,000.00	3,000.00
5	1	LO		Facilities Management	FY25	1000	1100	52200		2,000.00	2,000.00
6	1	LO		Public Works	FY25	2000	2665	52200		3,000.00	3,000.00
7	1	LO		Stormwater	FY25	1600	3000	52200		1,500.00	1,500.00
8	1	LO		Care Center	FY25	1200	2035	52200		500.00	500.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 28,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish safety shoes and work boots, for qualified County employees, on an as needed basis. Invoice per distribution list provided.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please indicate invoice distribution list on the Purchase Order; see pg 19 of 25 on bid document. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Clara Gomez, Drew Cormican, Alicia Favela Perez, and Nancy Palima.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 02/06/24
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