



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#:	RFP, BID, QUOTE OR RENEWAL #: Source-well #101320	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$20,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 05/02/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$20,000.00
	CURRENT TERM TOTAL COST: \$20,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Sid Tools Company d/b/a MSC Industrial Supply Co.	VENDOR #: 12025	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Ingrid Dykes	VENDOR CONTACT PHONE: 224-330-9744	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: dykesi@mscdirect.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-39	
<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.). Requesting a purchase order to furnish and deliver Janitorial, Health and Safety Supplies, for the DOT Maintenance & Fleet Departments. Effective June 1, 2023 through November 16, 2024, for a contract total not to exceed \$20,000.00 - (Source-well Contract #101320).			
- Janitorial Supplies: 26% discount off list price. - Health & Safety Supplies: 35% discount off list price.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DOT provides their employees, with various janitorial, health and safety supplies to use while maintaining the fleet department, the prairie path system, right of ways, and etc.			

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. This contract was setup using the cooperative Source-well Contract #101320.
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). DOT staff recommends issuing a purchase order to MSC Industrial, using the Source-well Contract #101320. Source-well cooperative has proven cost savings over going out for a bid.

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: Sid Tool Company d/b/a MSC Industrial Supply Co.	Vendor#: 12025	Dept: Division of Transportation	Division: Accounts Payable
Attn: Ingrid Dykes	Email: dykesi@mscdirect.com	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: 75 Maxess Road	City: Melville	Address: 421 N. County Farm Road	City: Wheaton
State: NY	Zip: 11747	State: IL	Zip: 60187
Phone: 224-330-9744	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Sid Tool Company d/b/a MSC Industrial Supply Co.	Vendor#: 12025	Dept: Division of Transportation	Division: Hwy Maintenance
Attn:	Email:	Attn: John Gavurnik	Email: John.Gavurnik@dupageco.org
Address: 75 Maxess Road	City: Melville	Address: 140 N. County Farm Road	City: Wheaton
State: NY	Zip: 11747	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6936	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 1, 2023	Contract End Date (PO25): Nov 16, 2024
Contract Administrator (PO25): Roula Eikosidekas			

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 Maintenance - Janitorial Health & Safety Supplies	FY23	1500	3510	52200		5,000.00	5,000.00
2	1	EA		DOT Fleet - Janitorial Health & Safety Supplies	FY23	1500	3520	52200		5,000.00	5,000.00
3	1	EA		DOT Maintenance - Janitorial Health & Safety Supplies	FY24	1500	3510	52200		5,000.00	5,000.00
4	1	EA		DOT Fleet - Janitorial Health & Safety Supplies	FY24	1500	3520	52200		5,000.00	5,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 20,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver Janitorial, Health and Safety Supplies for the DOT Fleet & Maintenance - (Source-well).
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Nicole Allen (nicole.allen@mscdirect.com) Ingrid Dykes (dykesi@mscdirect.com) John Gavurnik (john.gavurnik@dupageco.org) William Bell (william.bell@dupageco.org) Mike Figuray (michael.figuray@dupageco.org)
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. see above.
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