



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
MINUTETRAQ ID#: JPS-P-0017-25	RFP, BID, QUOTE OR RENEWAL #: SPC Contract#189	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$40,560.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 03/04/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$138,696.00
	CURRENT TERM TOTAL COST: \$40,560.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
Vendor Information		Department Information	
VENDOR: Warehouse Direct	VENDOR #: 10068	DEPT: Sheriff	DEPT CONTACT NAME: Commander John Putnam
VENDOR CONTACT: Steve Hyde	VENDOR CONTACT PHONE: 847-631-7193	DEPT CONTACT PHONE #: 630-407-2050	DEPT CONTACT EMAIL: john.putnam@dupagesheriff.org
VENDOR CONTACT EMAIL: stevhyde@warehousedirect.com	VENDOR WEBSITE:	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.). Provide hair and body shampoo for detainee use in DuPage County Correctional Center. Renewal 2 of 3. This is a do not exceed amount.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished. Provide hair and body shampoo for detainee use in DuPage County Correctional Center.			

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. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. Suburban purchasing cooperative. Contract #189
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). Warehouse direct offered hair and body shampoo combo in desired packaging for optimal use. Pricing was per suburban purchasing cooperative contract pricing.

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: Warehouse Direct	Vendor#: 10068	Dept: Sheriff	Division: Budget
Attn: Steve Hyde	Email: stevhyde@warehousedirect.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 2001 S Mount Prospect RD	City: Des Plaines	Address: 501 N County Farm RD	City: Wheaton
State: IL	Zip: 60018	State: IL	Zip: 60187
Phone: 847-631-7193	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Warehouse Direct	Vendor#: 10068	Dept: Sheriff	Division: Corrections
Attn: Steve Hyde	Email: stevhyde@warehousedirect.com	Attn: Commander John Putnam	Email: john.putnam@dupagesheriff.org
Address: 2001 S Mount Prospect RD	City: Des Plaines	Address: 501 N County Farm Rd	City: Wheaton
State: IL	Zip: 60018	State: IL	Zip: 60187
Phone: 847-631-7193	Fax:	Phone: 630-407-2050	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 11, 2025	Contract End Date (PO25): Mar 10, 2026
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	100	EA		Inmate hair and body soap	FY25	1000	4410	52200		338.00	33,800.00
2	20	EA		Inmate hair and body soap	FY26	1000	4410	52200		338.00	6,760.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 40,560.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
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