



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#: FI-P-0015-23	RFP, BID, QUOTE OR RENEWAL #: OMNIA Partners #MA3457	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$332,100.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 08/08/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$332,100.00
	CURRENT TERM TOTAL COST: \$332,100.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Amazon Capital Services	VENDOR #: 26753	DEPT: Finance	DEPT CONTACT NAME: Valerie Calvente
VENDOR CONTACT: Keisha Reene	VENDOR CONTACT PHONE: 646-540-0287	DEPT CONTACT PHONE #: 630-407-6184	DEPT CONTACT EMAIL: valerie.calvente@dupageco.org
VENDOR CONTACT EMAIL: renneke@amazon.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.). Approval of contract for the purchase of office supplies and miscellaneous items at the lowest available price using a cooperative agreement, OMNIA Partners Contract #MA3457.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Finance Department wants to offer departments an opportunity to make a more informed decision in procuring office supplies and miscellaneous items at the lowest available price. In comparison to other cooperatives and vendors utilized in the past, Amazon has provided some items at a lower rate that will yield more of a savings to the County.			

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. Amazon contracts with OMNIA partners in providing the lowest available pricing.
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. Awarding Amazon a contract will provide options for Departments to acquire office supplies and misc. items at a lower cost. 2. Status quo will result in the County Departments paying a higher price for select items. 3. Bid out and select a single vendor the award that may and/or will result in paying higher cost on select items.

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: Amazon	Vendor#: 26753	Dept: Various	Division:
Attn: Keisha Reene	Email: renneke@amazon.com	Attn:	Email:
Address: P.O. Box 035184	City: Seattle	Address:	City:
State: WA	Zip: 98124	State:	Zip:
Phone: 646-540-0287	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same	Vendor#:	Dept: Various	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 08/08/2023	Contract End Date (PO25): 11/30/2023
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	1	EA		CLERK OF THE CIRCUIT COURT	FY23	1000	6700	52200		20,000.00	20,000.00
2	1	EA		BUILDING & ZONING (SMALL VALUE IT EQUIPMENT)	FY23	1100	2810	52100		500.00	500.00
3	1	EA		BUILDING & ZONING (OPERATING SUPPLIES)	FY23	1100	2810	52200		500.00	500.00
4	1	EA		VETERAN'S ASSISTANCE	FY23	4500	5851	52200		500.00	500.00
5	1	EA		ANIMAL SERVICES (OPERATING SUPPLIES & MATERIALS)	FY23	1100	1300	52200		4,000.00	4,000.00
6	1	EA		ANIMAL SERVICES (FOOD & BEVERAGE)	FY23	1100	1300	52210		500.00	500.00
7	1	EA		ANIMAL SERVICES (CLEANING SUPPLIES)	FY22	1100	1300	52280		300.00	300.00
8	1	EA		ANIMAL SERVICES (MEDICAL/ DENTAL/LAB SUPPLIES)	FY23	1100	1300	52320		200.00	200.00
9	1	EA		STORMWATER MANAGEMENT	FY23	1600	3000	52200		1,000.00	1,000.00
10	1	EA		CIRCUIT COURT	FY23	1000	5900	52200		5,000.00	5,000.00
11	1	EA		JURY COMMISSION	FY23	1000	5910	52200		2,000.00	2,000.00
12	1	EA		LAW LIBRARY	FY23	1400	5960	52200		500.00	500.00
13	1	EA		STATE'S ATTORNEY	FY23	1000	6500	52200		6,000.00	6,000.00
14	1	EA		STATE'S ATTORNEY	FY23	1000	6510	52200		1,000.00	1,000.00
15	1	EA		STATE'S ATTORNEY	FY23	5000	6570	52200	2021-55-01 3-Y24	500.00	500.00
16	1	EA		AUDITOR	FY23	1000	4000	52200		100.00	100.00
17	1	EA		LIHEAP	FY23	5000	1420	52200	23-224028 52200	1,000.00	1,000.00
18	1	EA		WEX	FY23	5000	1430	52200	22-221028	500.00	500.00
19	1	EA		WEX	FY23	5000	1490	52200	23-251028	500.00	500.00
20	1	EA		OHSEM (FURN/MACH/EQ - SMALL VALUE)	FY23	1000	1900	52000		1,000.00	1,000.00
21	1	EA		OHSEM (SMALL VALUE IT EQUIPMENT)	FY23	1000	1900	52100		1,500.00	1,500.00
22	1	EA		OHSEM (OPERATION SUPPLY)	FY23	1000	1900	52200		1,500.00	1,500.00
23	1	EA		HUMAN RESOURCES	FY23	1000	1120	52200		1,500.00	1,500.00
24	1	EA		FINANCE (OPERATING SUPPLIES)	FY23	1000	1150	52200		8,000.00	8,000.00
25	1	EA		FINANCE (SMALL VALUE IT EQUIPMENT)	FY23	1000	1150	52100		1,000.00	1,000.00
26	1	EA		FINANCE (FURN/MACH/EQ - SMALL VALUE)	FY23	1000	1150	52000		1,000.00	1,000.00
27	1	EA		PUBLIC WORKS (FURN/MACH/ EQ - SMALL VALUE)	FY23	2000	2555	52000		1,000.00	1,000.00
28	1	EA		PUBLIC WORKS (OPERATING SUPPLIES)	FY23	2000	2555	52200		4,000.00	4,000.00
29	1	EA		PUBLIC WORKS (AUTOMOTIVE, MACHINERY, AND EQUIPMENT PARTS)	FY23	2000	2555	52250		2,000.00	2,000.00
30	1	EA		PUBLIC WORKS (FURN/MACH/ EQ - SMALL VALUE)	FY23	2000	2665	52000		1,000.00	1,000.00
31	1	EA		PUBLIC WORKS (SMALL VALUE IT EQUIPMENT)	FY23	2000	2665	52100		500.00	500.00
32	1	EA		PUBLIC WORKS (OPERATING SUPPLIES)	FY23	2000	2665	52200		4,000.00	4,000.00
33	1	EA		PUBLIC WORKS (AUTOMOTIVE, MACHINERY, AND EQUIPMENT PARTS)	FY23	2000	2665	52250		2,000.00	2,000.00
34	1	EA		PUBLIC WORKS (OPERATING SUPPLIES)	FY23	2000	2640	52200		500.00	500.00

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
35	1	EA		PUBLIC WORKS	FY23	2000	2640	52550		500.00	500.00
36	1	EA		FACILITIES MANAGEMENT (FURN/MACH/EQ - SMALL VALUE)	FY23	1000	1100	52000		3,000.00	3,000.00
37	1	EA		FACILITIES MANAGEMENT (OPERATING SUPPLIES)	FY23	1000	1100	52200		1,000.00	1,000.00
38	1	EA		FACILITIES MANAGEMENT (AUTOMOTIVE, MACHINERY, AND EQUIPMENT PARTS)	FY23	1000	1100	52250		1,000.00	1,000.00
39	1	EA		FACILITIES MANAGEMENT (FUEL & LUBRICANT)	FY23	1000	1100	52260		200.00	200.00
40	1	EA		FACILITIES MANAGEMENT (MAINTENANCE SUPPLIES)	FY23	1000	1100	52270		3,300.00	3,300.00
41	1	EA		FACILITIES MANAGEMENT (CLEANING SUPPLIES)	FY23	1000	1100	52280		500.00	500.00
42	1	EA		GROUNDS (FURN/MACH/EQ - SMALL VALUE)	FY23	1000	1102	52000		100.00	100.00
43	1	EA		GROUNDS (OPERATING SUPPLIES)	FY23	1000	1102	52200		100.00	100.00
44	1	EA		GROUNDS (AUTOMOTIVE, MACHINERY, AND EQUIPMENT PARTS)	FY23	1000	1102	52250		100.00	100.00
45	1	EA		GROUNDS (MAINTENANCE SUPPLIES)	FY23	1000	1102	52270		100.00	100.00
46	1	EA		SHERIFF'S OFFICE - ADMIN (FURN/MACH/EQ - SMALL VALUE)	FY23	1000	4400	52000		40,000.00	40,000.00
47	1	EA		SHERIFF'S OFFICE - ADMIN (SMALL VALUE IT EQUIPMENT)	FY23	1000	4400	52100		22,000.00	22,000.00
48	1	EA		SHERIFF'S OFFICE - ADMIN (OPERATING SUPPLIES)	FY23	1000	4400	52200		17,000.00	17,000.00
49	1	EA		SHERIFF'S OFFICE - ADMIN (FOOD & BEVERAGE)	FY23	1000	4400	52210		200.00	200.00
50	1	EA		SHERIFF'S OFFICE - ADMIN (WEARING APPAREL)	FY23	1000	4400	52220		9,500.00	9,500.00
51	1	EA		SHERIFF'S OFFICE - ADMIN (MEDICAL, DENTAL, AND LAB SUPPLIES)	FY23	1000	4400	52320		32,000.00	32,000.00
52	1	EA		SHERIFF'S OFFICE - JAIL (FURN/MACH/EQ - SMALL VALUE)	FY23	1000	4410	52000		3,000.00	3,000.00
53	1	EA		SHERIFF'S OFFICE - JAIL (SMALL VALUE IT EQUIPMENT)	FY23	1000	4410	52100		200.00	200.00
54	1	EA		SHERIFF'S OFFICE - JAIL (OPERATING SUPPLIES)	FY23	1000	4410	52200		18,000.00	18,000.00
55	1	EA		SHERIFF'S OFFICE - JAIL (FOOD & BEVERAGE)	FY23	1000	4410	52210		1,700.00	1,700.00
56	1	EA		SHERIFF'S OFFICE - JAIL (WEARING APPAREL)	FY23	1000	4410	52220		900.00	900.00
57	1	EA		SHERIFF'S OFFICE - JAIL (LINENS & BEDDING)	FY23	1000	4410	52230		100.00	100.00
58	1	EA		SHERIFF'S OFFICE - JAIL (CLEANING SUPPLIES)	FY23	1000	4410	52280		4,000.00	4,000.00
59	1	EA		SHERIFF'S OFFICE - JAIL (MEDICAL, DENTAL, AND LAB SUPPLIES)	FY23	1000	4410	52320		11,000.00	11,000.00
60	1	EA		SHERIFF'S OFFICE - PATROL (FURN/MACH/EQ - SMALL VALUE)	FY23	1000	4415	52000		2,000.00	2,000.00
61	1	EA		SHERIFF'S OFFICE - PATROL (SMALL VALUE IT EQUIPMENT)	FY23	1000	4415	52100		2,000.00	2,000.00
62	1	EA		SHERIFF'S OFFICE - PATROL (OPERATING SUPPLIES)	FY23	1000	4415	52200		12,500.00	12,500.00

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
63	1	EA		SHERIFF'S OFFICE - PATROL (FOOD & BEVERAGE)	FY23	1000	4415	52210		750.00	750.00
64	1	EA		SHERIFF'S OFFICE - PATROL (WEARING APPAREL)	FY23	1000	4415	52220		750.00	750.00
65	1	EA		SHERIFF'S OFFICE - PATROL (CLEANING SUPPLIES)	FY23	1000	4415	52280		500.00	500.00
66	1	EA		SHERIFF'S OFFICE - PATROL (MEDICAL, DENTAL, AND LAB SUPPLIES)	FY23	1000	4415	52320		2,000.00	2,000.00
67	1	EA		DOT (FURN/MACH/EQ - SMALL VALUE)	FY23	1500	3500	52000		2,500.00	2,500.00
68	1	EA		DOT (SMALL VALUE IT EQUIPMENT)	FY23	1500	3500	52100		14,500.00	14,500.00
69	1	EA		DOT (FURN/MACH/EQ - SMALL VALUE)	FY23	1500	3510	52000		3,000.00	3,000.00
70	1	EA		DOT (SMALL VALUE IT EQUIPMENT)	FY23	1500	3510	52100		2,000.00	2,000.00
71	1	EA		DOT (OPERATING SUPPLIES)	FY23	1500	3510	52200		2,000.00	2,000.00
72	1	EA		DOT (MAINTENANCE & SUPPLIES)	FY23	1500	3510	52270		3,000.00	3,000.00
73	1	EA		DOT (CLEANING SUPPLIES)	FY23	1500	3510	52280		2,000.00	2,000.00
74	1	EA		DOT (CHEMICAL SUPPLIES)	FY23	1500	3510	52330		1,000.00	1,000.00
75	1	EA		DOT (FURN/MACH/EQ - SMALL VALUE)	FY23	1500	3520	52000		5,000.00	5,000.00
76	1	EA		DOT (SMALL VALUE IT EQUIPMENT)	FY23	1500	3520	52100		1,000.00	1,000.00
77	1	EA		DOT (OPERATING SUPPLIES)	FY23	1500	3520	52200		1,000.00	1,000.00
78	1	EA		DOT (AUTOMOTIVE, MACHINERY, AND EQUIPMENT PARTS)	FY23	1500	3520	52250		5,000.00	5,000.00
79	1	EA		DOT (MAINTENANCE & SUPPLIES)	FY23	1500	3520	52270		1,000.00	1,000.00
80	1	EA		DOT (CLEANING SUPPLIES)	FY23	1500	3520	52280		1,000.00	1,000.00
81	1	EA		DOT (CHEMICAL SUPPLIES)	FY23	1500	3520	52330		1,000.00	1,000.00
82	1	EA		CSBG	FY23	5000	1650	52200		500.00	500.00
83	1	EA		CARE CENTER	FY23	1200	2000	52200		5,000.00	5,000.00
84	1	EA		IT	FY23	1000	1110	52200		1,500.00	1,500.00
85	1	EA		IT	FY23	1000	1110	52100		15,000.00	15,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 332,100.00

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. Send PO to Departments
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