



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

SECTION 1: DESCRIPTION

| | | | |
|---|--|---|---|
| General Tracking | | Contract Terms | |
| FILE ID#: 23-1244 | RFP, BID, QUOTE OR RENEWAL #: Omnia Contract #19-12R | INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD | INITIAL TERM TOTAL COST: \$292,000.00 |
| COMMITTEE: FINANCE | TARGET COMMITTEE DATE: 3/28/2023 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$292,000.00 |
| | CURRENT TERM TOTAL COST: \$292,000.00 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| Vendor Information | | Department Information | |
| VENDOR: ODP Business Solutions | VENDOR #: 39549 | DEPT: Office Supply | DEPT CONTACT NAME: Finance |
| VENDOR CONTACT: Janice Parks | VENDOR CONTACT PHONE: 312-560-0464 | DEPT CONTACT PHONE #: 630-407-6207 | DEPT CONTACT EMAIL: gary.zidek@dupageco.org |
| VENDOR CONTACT EMAIL: janice.parks@odpbusiness.com | VENDOR WEBSITE: www.odpbusiness.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.). Approval of a contract for the purchase of office supplies, for various County departments, at the lowest available pricing through OMNIA partners IGA contract #19-12R. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To purchase office supplies at the lowest available price. | | | |

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. ODP Business Solutions contracts with national IPA/OMNIA partners for 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. Office supply contracts are awarded to the lowest bidder, with options for additional renewals. 2. Do nothing, which will result in the County paying higher prices for supplies. |

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: ODP Business Solutions | Vendor#: 39549 | Dept: Office Supply | Division: Finance |
| Attn: Janice Parks | Email: janice.parks@odpbusiness.com | Attn: Gary Zidek | Email: gary.zidek@dupageco.org |
| Address: 6600 North Military Trail | City: Boca Raton | Address: 421 N County Farm Rd | City: Wheaton |
| State: Florida | Zip: 33496 | State: Illinois | Zip: 60187 |
| Phone: 312-560-0464 | Fax: | Phone: 630-407-6207 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: ODP Business Solutions | Vendor#: 39549 | Dept: Office Supply | Division: Finance |
| Attn: | Email: | Attn: | Email: |
| Address: P.O. Box 633211 | City: Cincinnati | Address: 421 N County Farm Rd | City: Wheaton |
| State: Ohio | Zip: 45263-3211 | State: Illinois | Zip: 60187 |
| Phone: 312-560-0464 | Fax: | Phone: 630-407-6207 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): 4/12/2023 | Contract End Date (PO25): 4/11/2024 |
| 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 | Supplies | County Board | FY23 | 1000 | 1001 | 52200 | | 3,500.00 | 3,500.00 |
| 2 | 1 | EA | supplies | Circuit Ct Clerk | FY23 | 1000 | 6700 | 52200 | | 7,500.00 | 7,500.00 |
| 3 | 1 | EA | supplies | Circuita Court | FY23 | 1000 | 5900 | 52200 | | 12,500.00 | 12,500.00 |
| 4 | 1 | EA | supplies | Public Defender | FY23 | 1000 | 6300 | 52200 | | 7,500.00 | 7,500.00 |
| 5 | 1 | EA | supplies | Jury Commission | FY23 | 1000 | 5910 | 52200 | | 7,500.00 | 7,500.00 |
| 6 | 1 | EA | supplies | Sheriff | FY23 | 1000 | 4400 | 52200 | | 24,000.00 | 24,000.00 |
| 7 | 1 | EA | supplies | Merit Commission | FY23 | 1000 | 4420 | 52200 | | 1,000.00 | 1,000.00 |
| 8 | 1 | EA | supplies | States Attorney | FY23 | 1000 | 6500 | 52200 | | 24,000.00 | 24,000.00 |
| 9 | 1 | EA | supplies | Coroner | FY23 | 1000 | 4100 | 52200 | | 10,000.00 | 10,000.00 |
| 10 | 1 | EA | supplies | Office of Emergency Mgmt | FY23 | 1000 | 1900 | 52200 | | 10,000.00 | 10,000.00 |
| 11 | 1 | EA | supplies | Probation | FY23 | 1000 | 6100 | 52200 | | 24,000.00 | 24,000.00 |
| 12 | 1 | EA | supplies | Auditor | FY23 | 1000 | 4000 | 52200 | | 1,000.00 | 1,000.00 |
| 13 | 1 | EA | supplies | Regional Office of Ed. | FY23 | 1000 | 5700 | 52200 | | 10,000.00 | 10,000.00 |
| 14 | 1 | EA | supplies | Supervisor of Assessment | FY23 | 1000 | 1800 | 52200 | | 2,500.00 | 2,500.00 |
| 15 | 1 | EA | supplies | County Clerk | FY23 | 1000 | 4200 | 52200 | | 9,000.00 | 9,000.00 |
| 16 | 1 | EA | supplies | Treasurer | FY23 | 1000 | 5000 | 52200 | | 1,000.00 | 1,000.00 |
| 17 | 1 | EA | supplies | Recorder | FY23 | 1000 | 4300 | 52200 | | 7,500.00 | 7,500.00 |
| 18 | 1 | EA | supplies | Community Services | FY23 | 1000 | 1750 | 52200 | | 8,000.00 | 8,000.00 |
| 19 | 1 | EA | supplies | Facilities | FY23 | 1000 | 1100 | 52200 | | 7,500.00 | 7,500.00 |
| 20 | 1 | EA | supplies | Info Tech | FY23 | 1000 | 1110 | 52200 | | 2,500.00 | 2,500.00 |
| 21 | 1 | EA | supplies | Human Resources | FY23 | 1000 | 1120 | 52200 | | 8,500.00 | 8,500.00 |
| 22 | 1 | EA | supplies | Security | FY23 | 1000 | 1130 | 52200 | | 2,000.00 | 2,000.00 |
| 23 | 1 | EA | supplies | Finance | FY23 | 1000 | 1150 | 52200 | | 20,000.00 | 20,000.00 |
| 24 | 1 | EA | supplies | Election Commission | FY23 | 1000 | 4220 | 52200 | | 5,000.00 | 5,000.00 |
| 25 | 1 | EA | supplies | Building and Zoning | FY23 | 1100 | 2810 | 52200 | | 7,500.00 | 7,500.00 |
| 26 | 1 | EA | supplies | Animal Control | FY23 | 1100 | 1300 | 52200 | | 7,500.00 | 7,500.00 |
| 27 | 1 | EA | supplies | Care Center | FY23 | 1200 | 2000 | 52200 | | 15,000.00 | 15,000.00 |
| 28 | 1 | EA | supplies | Law Library | FY23 | 1400 | 5960 | 52200 | | 2,000.00 | 2,000.00 |
| 29 | 1 | EA | supplies | Transportation | FY23 | 1500 | 3500 | 52200 | | 9,000.00 | 9,000.00 |
| 30 | 1 | EA | supplies | Stormwater | FY23 | 1600 | 3000 | 52200 | | 2,000.00 | 2,000.00 |
| 31 | 1 | EA | supplies | Public Works | FY23 | 2000 | 2665 | 52200 | | 9,000.00 | 9,000.00 |
| 32 | 1 | EA | supplies | ETSB | FY23 | 4000 | 5820 | 52200 | | 2,500.00 | 2,500.00 |
| 33 | 1 | EA | supplies | Liheap | FY23 | 5000 | 1420 | 52200 | | 5,000.00 | 5,000.00 |
| 34 | 1 | EA | supplies | Weatherization | FY23 | 5000 | 1430 | 52200 | | 2,000.00 | 2,000.00 |
| 35 | 1 | EA | supplies | Community Development | FY23 | 5000 | 1440 | 52200 | | 1,500.00 | 1,500.00 |
| 36 | 1 | EA | supplies | CSBG | FY23 | 5000 | 1650 | 52200 | | 1,000.00 | 1,000.00 |
| 37 | 1 | EA | supplies | Workforce | FY23 | 5000 | 2840 | 52200 | | 10,000.00 | 10,000.00 |
| 38 | 1 | EA | Supplies | Seniors | FY23 | 5000 | 1720 | 52200 | | 2,000.00 | 2,000.00 |
| 39 | | EA | | | | | | | | | 0.00 |
| FY is required, assure the correct FY is selected. | | | | | | | | | | Requisition Total | \$ 292,000.00 |

| <i>Comments</i> | |
|----------------------|--|
| 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