



# 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#: 25-2321	RFP, BID, QUOTE OR RENEWAL #: OMNIA Partners #25-JH-011	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$189,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$189,000.00
	CURRENT TERM TOTAL COST: \$189,000.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: HD Supply, Inc.	VENDOR #: 11812	DEPT: DuPage Care Center	DEPT CONTACT NAME: Vinit Patel
VENDOR CONTACT: George Gaspari	VENDOR CONTACT PHONE: 630-638-1935	DEPT CONTACT PHONE #: 630-784-4273	DEPT CONTACT EMAIL: vinit.patel@dupagecounty.gov
VENDOR CONTACT EMAIL: George.Gaspari@HDSupply.com	VENDOR WEBSITE:	DEPT REQ #: 7533	
<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 the contract issued to HD Supply, Inc., to provide housekeeping supplies and cleaning chemicals, as needed, for the DuPage Care Center, for the period November 1, 2025 through October 31, 2028, for a total contract amount not to exceed \$189,000.00. Contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners #25-JH-011.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Housekeeping supplies and cleaning chemicals are necessary for the daily housekeeping operations for the DuPage Care 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

SOURCE SELECTION	Describe method used to select source. HD Supply, Inc. holds the OMNIA Partners contract #25-JH-011, which allows the County to purchase miscellaneous cleaning supplies, equipment and custodial related items at competitive prices. OMNIA Partner members receive tiered annual rebates up to 5% on all purchases. Having a contract in place aides in tracking department purchases.
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) Approve contract issued to HD Supply, Inc. to provide housekeeping supplies and cleaning chemicals, as needed, for the DuPage Care Center, for the period November 1, 2025 through October 31, 2028, for a total contract amount not to exceed \$189,000.00. Contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners #25-JH-011. 2) Do not approve contract issued to HD Supply, Inc. to provide housekeeping supplies and cleaning chemicals, as needed, for the DuPage Care Center, for the period November 1, 2025 through October 31, 2028, for a total contract amount not to exceed \$189,000.00. Contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners #25-JH-011, however, DPCC will need to still purchase items to maintain day to day operations of a sanitary healthcare facility and to abide by infection control regulations.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: HD Supply, Inc.	Vendor#: 11812	Dept: DuPage Care Center	Division: Environmental Services
Attn: George Gaspari	Email: George.Gaspari@HDSupply.com	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: 3400 Cumberland Blvd SE	City: Atlanta	Address: 400 N. County Farm Road	City: Wheaton
State: GA	Zip: 30339	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-784-4273	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: HD Supply, Inc.	Vendor#: 11812	Dept: DuPage Care Center	Division: Environmental Services
Attn:	Email:	Attn:	Email: vinit.patel@dupagecounty.gov
Address: PO Box 404468	City: Atlanta	Address: 400 N. County Farm Road	City: Wheaton
State: GA	Zip: 30384-4468	State: IL	Zip: 60187
Phone: 630-638-1935	Fax:	Phone: 630-784-4273	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): November 1, 2025	Contract End Date (PO25): October 31, 2028

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		Housekeeping and Cleaning Supplies	FY25	1200	2035	52280		5,000.00	5,000.00
2	1	EA		Housekeeping and Cleaning Supplies	FY26	1200	2035	52280		60,000.00	60,000.00
3	1	EA		Housekeeping and Cleaning Supplies	FY27	1200	2035	52280		62,000.00	62,000.00
4	1	EA		Housekeeping and Cleaning Supplies	FY28	1200	2035	52280		62,000.00	62,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 189,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of the contract issued to HD Supply, Inc., to provide housekeeping supplies and cleaning chemicals, as needed, for the DuPage Care Center, for the period November 1, 2025 through October 31, 2028, for a total contract amount not to exceed \$189,000.00. Contract pursuant to the Intergovernmental Cooperation Act OMNIA Partners #25-JH-011.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. October 7, 2025 HS Committee                      October 14, 2025 County Board
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.