



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#: 26-1879	RFP, BID, QUOTE OR RENEWAL #: 26D57.5000.4510.DBR2025	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$78,192.01
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 07/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$78,192.01	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Life Technologies	VENDOR #:	DEPT: Sheriff's Office, Crime Lab	DEPT CONTACT NAME: MaryMargaret Greer-Ritzheimer
VENDOR CONTACT: Lawrence Yoon/ Ashley Gioiello	VENDOR CONTACT PHONE: 1-800-955-6288	DEPT CONTACT PHONE #: 630-407-2151	DEPT CONTACT EMAIL: mmgreer.ritzheimer@dupagesheriff.org
VENDOR CONTACT EMAIL: lawrence.yoon@thermofisher.com or ashley.gioiello@thermofisher.com	VENDOR WEBSITE: www.thermofisher.com	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.). Purchase of a new quantification instrument for the detection of human DNA and a two year service maintenance contract. Current quantification instrument was purchased in 2016 and will be discontinued by the manufacturer.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Quantification is a required step in forensic DNA analysis and the current quantification instrument used by the laboratory is being discontinued by the manufacturer. Service on this instrument will also be discontinued in the future and parts for the instrument will no longer be available.			

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.
SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)	
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
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).

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE
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. Life Technologies Corporation / Thermo Fisher Scientific is the only company that will provides the quantification instrument for human DNA detection Quant Studio 5 along with provided maintenance on this instrument.
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. Yes. Life Technologies Corporation / Thermo Fisher Scientific is the sole manufacturer of the Quant Studio 5 and also is the only company to offer this instrument and a maintenance contract.
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. N/A

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Life Technologies Corporation	Vendor#:	Dept: Sheriff's Office	Division: Budget Support
Attn: Lawrence Yoon	Email: Lawrence.Yoon@thermofisher.com	Attn: Colleen Zbiliski	Email: colleen.zbiliski@dupagesheriff.org
Address: 5781 Van Alley Way	City: Carlsbad	Address: 501 N. County Farm Road	City: Wheaton
State: CA	Zip: 92008	State: Illinois	Zip: 60187
Phone: 1-800-955-6288	Fax: 1-800-331-2286	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Life Technologies Corporation	Vendor#:	Dept: Sheriff's Office	Division: Crime lab
Attn: Ashley Gioiello	Email: ashley.gioiello@thermofisher.com	Attn: MaryMargaret Greer-Ritzheimer	Email: mmgreer.ritzheimer@dupagesheriff.org
Address: 5781 Van Alley Way	City: Carlsbad	Address: 501 N. County Farm Road	City: Wheaton
State: CA	Zip: 92008	State: Illinois	Zip: 60187
Phone: 1-800-955-6288	Fax: 1-800-331-2286	Phone: 630-407-2151	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 14, 2026	Contract End Date (PO25): Jul 13, 2027

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	A35364	Quant Studio 5 instrument	FY26	5000	4510	54110	15PBJA25G G01920	64,903.21	64,903.21
2	2	EA	ZG11SCQS 5 STD	AB Assurance Maintenance package	FY26	5000	4510	53370	15PBJA25G G01920	6,644.40	13,288.80
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 78,192.01

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.