



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#: 26-0967 | RFP, BID, QUOTE OR RENEWAL #: 1977244 | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$39,177.60 |
| COMMITTEE: HUMAN SERVICES | TARGET COMMITTEE DATE: 04/07/2026 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: \$39,177.60 |
| | CURRENT TERM TOTAL COST: \$39,177.60 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Henry Schein, Incorporated | VENDOR #: 19276 | DEPT: DuPage Care Center | DEPT CONTACT NAME: Vinit Patel |
| VENDOR CONTACT: Joseph Maltese | VENDOR CONTACT PHONE: 313-515-3308 | DEPT CONTACT PHONE #: 630-784-4273 | DEPT CONTACT EMAIL: vinit.patel@dupagecounty.gov |
| VENDOR CONTACT EMAIL: joseph.maltese@henryschein.com | VENDOR WEBSITE: | DEPT REQ #: 7572 | |
| <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.). Deluxe top over bed table with base for the DuPage Care Center 1North, 1East and 2East Neighborhoods, covering the period of April 15, 2026 through November 30, 2026, for a total amount not to exceed \$39,177.60, per Cooperative (DPC2-352), Government Joint Purchasing Act (30ILCS525) or GSA Pricing. (Omnia Partners contract #2021002973) | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replacement tables for over the bed, for Neighborhoods 1North, 1East and 2East | | | |

| 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. quote 1977244 and OMNIA Partners |
| 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 for replacement over bed tables for the 1North, 1East and 2East Neighborhoods, for a period of April 15, 2026 through November 30, 2026, for a total amount not to exceed \$39,177.60, per Cooperative (DPC2-352), Government Joint Purchasing Act (30ILCS525) or GSA Pricing. (Omnia Partners contract #2021002973). 2) Do not approve contract for replacement over bed tables for the 1North, 1East and 2East Neighborhoods, however, they will not match the existing over bed tables for the other newly renovated floor and would result in a higher cost, due to other vendors not being part of a Cooperative, Joint Purchasing. |

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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| 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: Henry Schein, Incorporated | Vendor#: 19276 | Dept: DuPage Care Center | Division: |
| Attn: Joseph Maltese | Email: joseph.maltese@henryschein.com | Attn: Vinit Patel | Email: vinit.patel@dupagecounty.gov |
| Address: 135 Duryea Road | City: Melville | Address: 400 N. County Farm Road | City: Wheaton |
| State: New York | Zip: 11747 | State: IL | Zip: 60187 |
| Phone: 313-515-3308 | Fax: | Phone: 630-784-4273 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Henry Schein, Incorporated | Vendor#: 19276 | Dept: DuPage Care Center | Division: |
| Attn: | Email: | Attn: Vinit Patel | Email: vinit.patel@dupagecounty.gov |
| Address: PO Box 360920 | City: Pittsburgh | Address: 400 N. County Farm Road | City: Wheaton |
| State: PA | Zip: 15251-6920 | State: IL | Zip: 60187 |
| Phone: | Fax: | Phone: 630-784-4273 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): April 15, 2026 | Contract End Date (PO25): November 30, 2026 |

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 | | 396155 | 156 Deluxe top over bed table with base and shipping and handling | FY26 | 1200 | 2000 | 52000 | | 39,177.60 | 39,177.60 |
| <i>FY is required, ensure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 39,177.60 |

Comments

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| HEADER COMMENTS | Provide comments for P020 and P025. Deluxe top over bed table with base for the DuPage Care Center 1North, 1East and 2East Neighborhoods, covering the period of April 15, 2026 through November 30, 2026, for a total amount not to exceed \$39,177.60, per Cooperative (DPC2-352), Government Joint Purchasing Act (30ILCS525) or GSA Pricing. (Omnia Partners contract #2021002973) |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. April 7, 2026 Human Services Committee April 14, 2026 County Board |
| INTERNAL NOTES | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Color is Walnut with Black Bull-nose edge & spill Containment - includes double mirror vanity H-base in opal powder coat |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |