



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#: 26-1460	RFP, BID, QUOTE OR RENEWAL #: Quote #2064544856	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$100,984.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 05/19/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$100,984.00
	CURRENT TERM TOTAL COST: \$100,984.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Grainger	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Cathie Figlewski
VENDOR CONTACT: Customer Service	VENDOR CONTACT PHONE: 800-472-4643	DEPT CONTACT PHONE #: 630-407-5665	DEPT CONTACT EMAIL: catherine.figlewski@dupagecounty.gov
VENDOR CONTACT EMAIL:	VENDOR WEBSITE: www.grainger.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.). Recommendation for the approval of a contract purchase order to Grainger, for the purchase of 141 file cabinets, for Facilities Management, for the period of May 26, 2026 through May 25, 2027, for a contract total not to exceed \$100,984.00. Contract pursuant to the Intergovernmental Cooperation Act - Omnia Partners Contract #240078-01. (Facilities Management)

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Sheriff and Human Resources departments have file cabinets that are beyond their useful life and need replacement to comply with modern safety standards.

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. Grainger was selected via DuPage County Procurement and the pricing is via Omnia Contract 240078-01.
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) Recommendation to approve a contract with Grainger to replace existing file cabinets that are beyond their useful life for the Sheriff and Human Resources Departments. 2) The file cabinets need to be replaced to comply with modern safety standards. 3) Do not approve a contract to Grainger to order replacement file cabinets.

## 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: Grainger	Vendor#:	Dept: Facilities Management	Division:
Attn: Customer Service	Email:	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 1000 Grainger Parkway	City: Lake Forest	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60045-5201	State: IL	Zip: 60187
Phone: 800-472-4643	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Mike Peters	Email: michael.peters@dupagecounty.gov
Address:	City:	Address: Various	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-768-6557	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 26, 2026	Contract End Date (PO25): May 25, 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	LO		File Cabinets	FY26	6000	1220	54090		100,984.00	100,984.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 100,984.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Replacement File Cabinets
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 5/19/26 CB: 5/26/26
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.