



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#: 23-3452	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$20,237.73
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 11/07/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$20,237.73	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Fisher Scientific Company LLC	VENDOR #:	DEPT: Sheriff's Crime Lab	DEPT CONTACT NAME: Courtney Melendez
VENDOR CONTACT: Regina Baker	VENDOR CONTACT PHONE: 412-790-1425	DEPT CONTACT PHONE #: 630-407-2110	DEPT CONTACT EMAIL: courtney.melendez@dupagesheriff.org
VENDOR CONTACT EMAIL: regina.baker@thermofisher.com	VENDOR WEBSITE: www.fishersci.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 one (1) CAPture BT superglue fuming chamber, mobile cart stand, and necessary accessories including shelves, clips, and hanging rods used for the processing of latent print evidence. Total cost is \$20,237.73 with quote from a cooperative contract (Omnia Partners Contract #2021002889). Will use Coverdell Grant Funds for purchase.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The latent print section of the Sheriff's Crime Laboratory processes crime scene evidence to develop latent prints. This instrument is used for the processing of all non-porous evidence in the latent print section, which is a required step before completing any additional processing to develop latent prints. The laboratory currently has a unit which is no longer under warranty or any type of service contract and is difficult to maintain. The purchase of this unit and accessories will replace the aging unit and allow continued effective processing of crime scene evidence for the presence of latent prints.			

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. It was identified that Fisher Scientific provides pricing from Omnia contracts and sells Labconco CAPture BT superglue fuming chambers and all required accessories. This unit is designed to work in a laboratory setting and will accommodate the type, size, and quantity of evidence that the laboratory typically handles.
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). It is recommended to purchase this unit as it is designed to be used in a forensic laboratory setting and is necessary for processing of latent print evidence. Alternatives would be to purchase a larger or smaller unit that is not designed for laboratory use or is not sized appropriately for the laboratory needs. Another option is to not purchase the equipment, which will put the laboratory at risk of being unable to effectively process latent print evidence when the aging unit ceases to function.

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: Fisher Scientific Company, LLC	Vendor#:	Dept: Sheriff's Office	Division: Budget Support
Attn: Regina Baker	Email: regina.baker@thermofisher.com	Attn: Colleen Zbilski	Email: colleen.zbilski@DuPageSheriff.org
Address: 4500 Turnberry Drive	City: Hanover Park	Address: 501 N. County Farm Rd	City: Wheaton
State: IL	Zip: 60133-5491	State: IL	Zip: 60187
Phone: 412-790-1425	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Fisher Scientific Company, LLC	Vendor#:	Dept: DuPage County Sheriff's Office	Division: Crime Lab
Attn: Regina Baker	Email: regina.baker@thermofisher.com	Attn: Courtney Melendez	Email: courtney.melendez@dupagesheriff.org
Address: 4500 Turnberry Drive	City: Hanover Park	Address: 501 N. County Farm Rd	City: Wheaton
State: IL	Zip: 60133-5491	State: IL	Zip: 60187
Phone: 412-790-1425	Fax:	Phone: 630-407-2110	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 7, 2023	Contract End Date (PO25): Nov 6, 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	3170000	CApture BT Chamber 115V	FY23	5000	4520	54110	722503	15,686.48	15,686.48
2	1	EA	3184000	Hanging Rod Kit CApture	FY23	5000	4520	54110	722503	205.94	205.94
3	1	EA	3182900	CApture BT Mobile Stand	FY23	5000	4520	54110	722503	1,991.34	1,991.34
4	1	EA	3184200	Large Clip Kit - 10pc CApture	FY23	5000	4520	54110	722503	250.19	250.19
5	1	EA	3184300	Mini Clip Kit - 10pc CApture	FY23	5000	4520	54110	722503	108.08	108.08
6	1	EA	3181512	Wire Shelf Kit 2 shelf CApture	FY23	5000	4520	54110	722503	727.61	727.61
7	1	EA	3181612	Perforated Shelf Kit 2 shelf FC	FY23	5000	4520	54110	722503	460.39	460.39
8	1	EA		Fuel Surcharge	FY23	5000	4520	54110	722503	7.70	7.70
9	1	EA		Shipping and Installation	FY23	5000	4520	54110	722503	800.00	800.00
										Requisition Total	\$ 20,237.73

FY is required, assure the correct FY is selected.

<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