



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#: FI-P-0025-23	RFP, BID, QUOTE OR RENEWAL #: Omnia Contract #19-12R	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$214,796.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/28/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$214,796.00
	CURRENT TERM TOTAL COST: \$214,796.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: ODP Business Solutions	VENDOR #: 39549	DEPT: Office Supply	DEPT CONTACT NAME: Finance
VENDOR CONTACT: Janice Parks	VENDOR CONTACT PHONE: 312-560-0464	DEPT CONTACT PHONE #: 630-407-6207	DEPT CONTACT EMAIL: Gary Zidek
VENDOR CONTACT EMAIL: janice.parks@odpbusiness.com	VENDOR WEBSITE: www.odpbusiness.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.). Approval of contract for the purchase of Office Supplies for various County departments, at the lowest pricing through Omnia Partners Contract #19-12R.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Finance Department wants to offer departments an opportunity to a more informed decision in procuring office supplies and mis. items at the lowest available price. In comparison to other cooperatives and vendors utilized in the past, ODP has provided some items at a lower rate that will yield more of a savings to the County.			

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. Cooperative agreement with OMNIA to offer the lowest available pricing.
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. Provide departments the option to purchase office supplies and misc. items at lowest available cost. 2. Allow departments to order individually and paying a higher cost. 3. Do nothing, which will result in the County not utilizing it's buying power.

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: ODP Business Solutions	Vendor#: 39549	Dept: Office Supply	Division: Finance
Attn: Janice Parks	Email: janice.parks@odpbusiness.com	Attn: Gary Zidek	Email: gary.zidek@dupagecounty.gov
Address: 6600 N. Military Trail	City: Boca Raton	Address: 421 N. County Farm Road	City: Wheaton
State: Florida	Zip: 33496	State: IL	Zip: 60187
Phone: 312-560-0464	Fax:	Phone: x6207	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: ODP Business solutions	Vendor#: 39549	Dept: Same	Division:
Attn:	Email:	Attn:	Email:
Address: P.O. Box 633211	City: Cincinnati	Address:	City:
State: OH	Zip: 45263	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Nov 30, 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		FINANCE - FURN/MACH/ EQUIP	FY24	1000	1150	52000		1,000.00	1,000.00
2	1	EA		FINANCE-IT EQUIP/SM	FY24	1000	1150	52100		500.00	500.00
3	1	EA		FINANCE-OPERATING SPPLS	FY24	1000	1150	52200		16,000.00	16,000.00
4	1	EA		PROBATION-FURN/MACH/ EQUIP	FY24	1000	6100	52000		500.00	500.00
5	1	EA		PROBATION-OPERATING SPPLS	FY24	1000	6100	52200		5,500.00	5,500.00
6	1	EA		PROBATION-OPERATING SPPLS	FY24	1000	6110	52200		100.00	100.00
7	1	EA		PROBATION-FURN/MACH/ EQUIP	FY24	1400	6120	52000		1,500.00	1,500.00
8	1	EA		PROBATION-IT EQUIP/SM	FY24	1400	6120	52100		200.00	200.00
9	1	EA		PROBATION-OPERATING SPPLS	FY24	1400	6120	52200		11,000.00	11,000.00
10	1	EA		PROBATION-IT EQUIP/SM	FY24	1400	6130	52100		200.00	200.00
11	1	EA		PROBATION-OPERATING SPPLS	FY24	1400	6130	52200		100.00	100.00
12	1	EA		PW-OPERATING SPPLS	FY24	2000	2665	52200		10,000.00	10,000.00
13	1	EA		ST'S ATTRNY-IT EQUIP/SM	FY24	1000	6500	52100		1,000.00	1,000.00
14	1	EA		ST'S ATTRNY-OPERATING SPPLS	FY24	1000	6500	52200		20,000.00	20,000.00
15	1	EA		ST'S ATTRNY-OPERATING SPPLS	FY24	1000	6510	52200		1,500.00	1,500.00
16	1	EA		ST'S ATTRNY-OPERATING SPPLS	FY24	5000	6570	52200	ACT 2021-55-01 3-Y24	500.00	500.00
17	1	EA		ST'S ATTRNY-OPERATING SPPLS	FY24	5000	6570	52200	ACT 2021-55-01 3-Y24	500.00	500.00
18	1	EA		SWM-FURN/MACH/EQUIP	FY24	1600	3000	52000		500.00	500.00
19	1	EA		SWM-IT EQUIP/SM	FY24	1600	3000	52100		250.00	250.00
20	1	EA		SWM-OPERATING SPPLS	FY24	1600	3000	52200		3,250.00	3,250.00
21	1	EA		SWM-FOOD & BEVERAGES	FY24	1600	3000	52210		250.00	250.00
22	1	EA		SWM-AUTO/MACH/EQUIP PRTS	FY24	1600	3000	52250		250.00	250.00
23	1	EA		CLK CC-OPERATING SPPLS	FY24	1000	6700	52200		5,000.00	5,000.00
24	1	EA		CNTY BRD-OPERATING SPPLS	FY24	1000	1001	52200		4,000.00	4,000.00
25	1	EA		ROE-OPERATING SPPLS	FY24	1000	5700	52200		5,000.00	5,000.00
26	1	EA		FM-FURN/MACH/EQUIP	FY24	1000	1100	52000		500.00	500.00
27	1	EA		FM-IT EQUIP/SM	FY24	1000	1100	52100		200.00	200.00
28	1	EA		FM-OPERATING SPPLS	FY24	1000	1100	52200		4,000.00	4,000.00
29	1	EA		FM-FURN/MACH/EQUIP	FY24	1000	1102	52000		200.00	200.00
30	1	EA		FM-OPERATING SPPLS	FY24	1000	1102	52200		200.00	200.00
31	1	EA		JRY COMM-OPERATING SPPLS	FY24	1000	5910	52200		1,000.00	1,000.00
32	1	EA		JRY COMM-FOOD & BVRGS	FY24	1000	5910	52210		2,500.00	2,500.00
33	1	EA		B&Z-FURN/MACH/EQUIP	FY24	1100	2810	52000		2,000.00	2,000.00
34	1	EA		B&Z-IT EQUIP/SM	FY24	1100	2810	52100		200.00	200.00
35	1	EA		B&Z-OPERATING SPPLS	FY24	1100	2810	52200		5,000.00	5,000.00
36	1	EA		HR-OPERATING SPPLS	FY24	1000	1120	52200		8,700.00	8,700.00
37	1	EA		IT-OPERATING SPPLS	FY24	1000	1110	52200		1,500.00	1,500.00
38	1	EA		SUP ASSMNTS-OPERATING SPPLS	FY24	1000	1800	52200		1,000.00	1,000.00

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
39	1	EA		CARE CTR - FURN/MACH/ EQUIP	FY24	1200	2000	52000		1,000.00	1,000.00
40	1	EA		CARE CTR - OPERATING SPPLS	FY24	1200	2000	52200		2,500.00	2,500.00
41	1	EA		CARE CTR - FURN/MACH/ EQUIP	FY24	1200	2010	52000		1,500.00	1,500.00
42	1	EA		CARE CTR - OPERATING SPPLS	FY24	1200	2010	52200		1,500.00	1,500.00
43	1	EA		CARE CTR - FURN/MACH/ EQUIP	FY24	1200	2025	52000		100.00	100.00
44	1	EA		CARE CTR - OPERATING SPPLS	FY24	1200	2025	52200		2,000.00	2,000.00
45	1	EA		CARE CTR - FURN/MACH/ EQUIP	FY24	1200	2030	52000		50.00	50.00
46	1	EA		CARE CTR - OPERATING SPPLS	FY24	1200	2030	52200		100.00	100.00
47	1	EA		CARE CTR - FURN/MACH/ EQUIP	FY24	1200	2035	52000		50.00	50.00
48	1	EA		CARE CTR - OPERATING SPPLS	FY24	1200	2035	52200		100.00	100.00
49	1	EA		CARE CTR - FURN/MACH/ EQUIP	FY24	1200	2040	52000		50.00	50.00
50	1	EA		CARE CTR - OPERATING SPPLS	FY24	1200	2040	52200		50.00	50.00
51	1	EA		CARE CTR - FURN/MACH/ EQUIP	FY24	1200	2050	52000		300.00	300.00
52	1	EA		CARE CTR - OPERATING SPPLS	FY24	1200	2050	52200		2,000.00	2,000.00
53	1	EA		CARE CTR - MEDICAL SPPLS	FY24	1200	2050	52320		50.00	50.00
54	1	EA		CARE CTR - FURN/MACH/ EQUIP	FY24	1200	2060	52000		50.00	50.00
55	1	EA		CARE CTR - OPERATING SPPLS	FY24	1200	2060	52200		1,000.00	1,000.00
56	1	EA		CARE CTR - FURN/MACH/ EQUIP	FY24	1200	2065	52000		50.00	50.00
57	1	EA		CARE CTR - OPERATING SPPLS	FY24	1200	2065	52200		1,200.00	1,200.00
58	1	EA		CARE CTR - FURN/MACH/ EQUIP	FY24	1200	2070	52000		50.00	50.00
59	1	EA		CARE CTR - OPERATING SPPLS	FY24	1200	2070	52200		150.00	150.00
60	1	EA		CARE CTR - FURN/MACH/ EQUIP	FY24	1200	2075	52000		50.00	50.00
61	1	EA		CARE CTR - OPERATING SPPLS	FY24	1200	2075	52200		50.00	50.00
62	1	EA		CARE CTR - FURN/MACH/ EQUIP	FY24	1200	2080	52000		300.00	300.00
63	1	EA		CARE CTR - OPERATING SPPLS	FY24	1200	2080	52200		2,500.00	2,500.00
64	1	EA		CARE CTR - FURN/MACH/ EQUIP	FY24	1200	2085	52000		50.00	50.00
65	1	EA		CARE CTR - OPERATING SPPLS	FY24	1200	2085	52200		1,000.00	1,000.00
66	1	EA		CCARE CTR - FURN/MACH/ EQUIP	FY24	1200	2100	52000		50.00	50.00
67	1	EA		CARE CTR - OPERATING SPPLS	FY24	1200	2100	52200		1,000.00	1,000.00
68	1	EA		CARE CTR - IT EQUIP/SM	FY24	1200	2080	52210		300.00	300.00
69	1	EA		COMM SVCS-LIHEAP- OPERATING SPPLS	FY24	5000	1420	52200		6,500.00	6,500.00
70	1	EA		COMM SVCS-CSBG- OPERATING SPPLS	FY24	5000	1650	52200		1,500.00	1,500.00
71	1	EA		COMM SVCS-WX-OPERATING SPPLS	FY24	5000	1430	52200		4,000.00	4,000.00
72	1	EA		COMM SVCS-FC -OPERATING SPPLS	FY24	1000	1640	52200		500.00	500.00
73	1	EA		COMM SVCS-FC-OPERATING SPPLS	FY24	1400	5920	52200		500.00	500.00
74	1	EA		COMM SVCS-GNRL FND- OPERATING SPPLS	FY24	1000	1750	52200		4,000.00	4,000.00
75	1	EA		COMM SVCS-SNRS- OPERATING SPPLS	FY24	5000	1720	52200	CD24 703S	1,500.00	1,500.00

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
76	1	EA		COMM SVCS-OPERATING SPPLS	FY24	5000	1440	52200	CD24 ADMIN	750.00	750.00
77	1	EA		VAC-OPERATING SPPLS	FY24	4500	5851	52200		1,000.00	1,000.00
78	1	EA		CORONER-OPERATING SPPLS	FY24	1300	4130	52200		8,000.00	8,000.00
79	1	EA		CORONER-FURN/MACH/EQUIP	FY24	1300	4130	52000		2,000.00	2,000.00
80	1	EA		ANIMAL SVC-OPERATING SPPLS	FY24	1100	1300	52200		500.00	500.00
81	1	EA		ANIMAL SVC-MEDICAL SPPLS		1100	1300	52320		100.00	100.00
82	1	EA		OHSEM-FURN/MACH/EQUIP	FY24	1000	1900	52000		1,500.00	1,500.00
83	1	EA		OHSEM-IT EQUIP/SM	FY24	1000	1900	52100		2,000.00	2,000.00
84	1	EA		OHSEM-OPERATING SPPLS	FY24	1000	1900	52200		6,100.00	6,100.00
85	1	EA		OHSEM-FOOD	FY24	1000	1900	52210		1,000.00	1,000.00
86	1	EA		OHSEM-WEARING APPAREL	FY24	1000	1900	52220		6,545.00	6,545.00
87	1	EA		OHSEM-MTC/SPPLS	FY24	1000	1900	52270		300.00	300.00
88	1	EA		OHSEM-CLEANING SPPLS	FY24	1000	1900	52280		100.00	100.00
89	1	EA		OHSEM-SECURITY DIV-FURN/MACH/EQUIP	FY24	1000	1900	52000		2,647.00	2,647.00
90	1	EA		OHSEM-SECURITY DIV-IT EQUIP/SM	FY24	1000	1900	52100		500.00	500.00
91	1	EA		OHSEM-SECURITY DIV-OPERATING SPPLS	FY24	1000	1900	52200		18,969.00	18,969.00
92	1	EA		OHSEM-SECURITY DIV-WEARING APPAREL	FY24	1000	1900	52220		2,535.00	2,535.00
93	1	EA		DOT-FURN/MACH/EQUIP	FY24	1500	3510	52000		3,000.00	3,000.00
94	1	EA		DOT-FURN/MACH/EQUIP	FY24	1500	3500	52000		1,000.00	1,000.00
95	1	EA		DOT-OPERATING SPPLS	FY24	1500	3500	52200		3,000.00	3,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 214,796.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. This contract purchase order is to provide Office Supplies from December 1, 2023 through November 30, 2024 for a contract total not to exceed \$214,796.00.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send a copy of invoice to each department.
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