



Procurement Review Comprehensive Checklist  
Procurement Services Division  
This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

| General Tracking   |   | Contract Terms  |  |
|--|---|---|--|
| FILE ID#:<br>25-1490   | RFP, BID, QUOTE OR RENEWAL #:<br>22-055-DCC | INITIAL TERM WITH RENEWALS:<br>1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST:<br>\$66,000.00                |
| COMMITTEE:<br>HUMAN SERVICES   | TARGET COMMITTEE DATE:<br>06/17/2025        | PROMPT FOR RENEWAL:<br>3 MONTHS                             | CONTRACT TOTAL COST WITH ALL RENEWALS:<br>\$193,700.00 |
|  | CURRENT TERM TOTAL COST:<br>\$43,200.00     | MAX LENGTH WITH ALL RENEWALS:<br>FOUR YEARS                 | CURRENT TERM PERIOD:<br>THIRD RENEWAL                  |
| Vendor Information   |   | Department Information                                      |  |
| VENDOR:<br>Alpha Baking Company  | VENDOR #:<br>38093                          | DEPT:<br>DuPage Care Center                                 | DEPT CONTACT NAME:<br>Dining Services                  |
| VENDOR CONTACT:<br>Jim Deere   | VENDOR CONTACT PHONE:<br>773-261-6000       | DEPT CONTACT PHONE #:<br>630-784-4416                       | DEPT CONTACT EMAIL:<br>mario.plata@dupagecounty.gov    |
| VENDOR CONTACT EMAIL:<br>jdeere@alphabaking.com  | VENDOR WEBSITE:                             | DEPT REQ #:<br>7513   |  |
| <b>Overview</b>  |   |   |  |
| DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.).<br>Furnish and deliver assorted sliced breads, rolls & sandwich buns for the DuPage Care Center and Cafes' on County Campus, for the period August 5, 2025 through August 4, 2026, for a contract total not to exceed \$43,200, under bid renewal #22-055-DCC, third and final optional renewals.   |   |   |  |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>The DuPage Care Center is regulated by the IL Department of Public Health which mandates & monitors our ongoing compliance with applicable State & Federal regulations that govern our practices, policies & procedures. Adherence to physicians diet orders & clearly defined menu guideline, which includes bread is necessary to avoid fines & or penalties. To ensure that we are allowed to bill for & be reimbursed for care provided to residents as well as operated campus cafeteria and catering operations, bread purchases are necessary |   |   |  |

### 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. |
| RENEWAL                    |  |
| 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

|                                      |   |
|--------------------------------------|---|
| <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:<br>Alpha Baking             | Vendor#:<br>38093                   | Dept:<br>DuPage Care Center                   | Division:<br>Dining Services                |
| Attn:<br>Jim Deere                  | Email:<br>jdeere@alphabaking.com    | Attn:<br>Mario Plata                          | Email:<br>mario.plata@dupagecounty.gov      |
| Address:<br>5001 W. Polk Street     | City:<br>Chicago                    | Address:<br>400 N. County Farm Road           | City:<br>Wheaton                            |
| State:<br>IL                        | Zip:<br>60639                       | State:<br>IL                                  | Zip:<br>60187                               |
| Phone:<br>773-261-6000              | Fax:                                | Phone:<br>630-784-4416                        | Fax:  |
| <i>Send Payments To:</i>            |                                     | <i>Ship to:</i>                               |   |
| Vendor:<br>Alpha Baking             | Vendor#:<br>38093                   | Dept:<br>DuPage Care Center                   | Division:<br>Dining Services                |
| Attn:<br>Marilyn Shisolm            | Email:<br>mchisholm@alphabaking.com | Attn:<br>Mario Plata                          | Email:<br>mario.plata@dupagecounty.gov      |
| Address:<br>36230 Treasury Center   | City:<br>Chicago                    | Address:<br>400 N. County Farm Road           | City:<br>Wheaton                            |
| State:<br>IL                        | Zip:<br>60694-6200                  | State:<br>IL                                  | Zip:<br>60187                               |
| Phone:<br>773-261-6000 x3352        | Fax:                                | Phone:<br>630-784-4416                        | Fax:  |
| Shipping                            |                                     | Contract Dates                                |   |
| Payment Terms:<br>PER 50 ILCS 505/1 | FOB:<br>Destination                 | Contract Start Date (PO25):<br>August 5, 2025 | Contract End Date (PO25):<br>August 4, 2026 |

| Purchase Requisition Line Details                                |     |     |                            |   |      |         |      |           |                             |                   |              |
|--|-----|-----|----------------------------|---|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| LN   | Qty | UOM | Item Detail<br>(Product #) | Description                                   | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension    |
| 1  | 1   | EA  |                            | assorted sliced breads, rolls & sandwich buns | FY25 | 1200    | 2025 | 52210     |                             | 12,100.00         | 12,100.00    |
| 2  | 1   | EA  |                            | assorted sliced breads, rolls & sandwich buns | FY25 | 1200    | 2100 | 52210     |                             | 2,300.00          | 2,300.00     |
| 3  | 1   | EA  |                            | assorted sliced breads, rolls & sandwich buns | FY26 | 1200    | 2025 | 52210     |                             | 24,200.00         | 24,200.00    |
| 4  | 1   | EA  |                            | assorted sliced breads, rolls & sandwich buns | FY26 | 1200    | 2100 | 52210     |                             | 4,600.00          | 4,600.00     |
| <b><i>FY is required, ensure the correct FY is selected.</i></b> |     |     |                            |   |      |         |      |           |                             | Requisition Total | \$ 43,200.00 |

| Comments             |  |
|----------------------|--|
| HEADER COMMENTS      | Provide comments for P020 and P025.<br>Furnish and deliver assorted sliced breads, rolls & sandwich buns for the DuPage Care Center and Cafes' on County Campus, for the period August 5, 2025 through August 4, 2026, for a contract total not to exceed \$43,200, under bid renewal #22-055-DCC, second of three one-year optional renewals. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.<br>06/17/25 HS Committee    06/24/25 County Board Meeting  |
| 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.   |