



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

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2311	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$50,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$50,000.00
	CURRENT TERM TOTAL COST: \$50,000.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: HD Supply, Inc. DBA HD Supply Facilities Maintenance, LTD.	VENDOR #: 11812	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: George Gaspari	VENDOR CONTACT PHONE: 630-317-0505	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: George.Gaspari@hdsupply.com	VENDOR WEBSITE:	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 issued to HD Supply, Inc. d/b/a HD Supply Facilities Maintenance, LTD, to furnish and deliver housekeeping supplies and cleaning chemicals, as needed, for the County campus, for Facilities Management, for the period November 1, 2025, through June 30, 2027, for a total contract amount not to exceed \$50,000.00. Contract let pursuant to the Intergovernmental Cooperation Act OMNIA Partners #25-JH-011.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Housekeeping supplies and cleaning chemicals are necessary for the daily housekeeping operation for the County campus.			

### 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. HD Supply holds the OMNIA Partners contract #25-JH-011 which allows the County to purchase miscellaneous cleaning supplies, equipment and custodial related items at competitive prices. Having a contract in place aides in tracking department purchases.
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. Staff recommends securing a contract to purchase these items through OMNIA Partners contract in order to receive the OMNIA Partners (HD Supply) annual rebate and to track department purchases. 2. Purchase items without a contract.

## 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: HD Supply, Inc. DBA HD Supply Facilities Maintenance, LTD.	Vendor#: 11812	Dept: Facilities Management	Division:
Attn: George Gaspari	Email: George.Gaspari@hdsupply.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 3400 Cumberland Blvd SE	City: Atlanta	Address: 421 N. County Farm Road	City: Wheaton
State: GA	Zip: 30339	State: IL	Zip: 60187
Phone: 630-317-0505	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: HD Supply, Inc. DBA HD Supply Facilities Maintenance, LTD.	Vendor#: 11812	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Angela Bolton	Email: angela.bolton@dupagecounty.gov
Address: PO Box 404468	City: Atlanta	Address: 421 N. County Farm Road 505 N. County Farm Road	City: Wheaton
State: GA	Zip: 30384-4468	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5715	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 1, 2025	Contract End Date (PO25): Jun 30, 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		Small Tools / Equipment	FY25	1000	1100	52000		500.00	500.00
2	1	LO		Cleaning Supplies	FY25	1000	1100	52280		2,000.00	2,000.00
3	1	LO		Small Tools / Equipment	FY26	1000	1100	52000		5,000.00	5,000.00
4	1	LO		Cleaning Supplies	FY26	1000	1100	52280		20,500.00	20,500.00
5	1	LO		Small Tools / Equipment	FY27	1000	1100	52000		2,000.00	2,000.00
6	1	LO		Cleaning Supplies	FY27	1000	1100	52280		20,000.00	20,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 50,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver housekeeping supplies and cleaning chemicals, as needed, for the County campus.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 10/07/25    County Board: 10/14/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.