



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$75,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 12/03/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$75,000.00
	CURRENT TERM TOTAL COST: \$75,000.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: W.W. Grainger, Inc.	VENDOR #: 10157	DEPT: Public Works	DEPT CONTACT NAME: Drew Cormican
VENDOR CONTACT: Andrew Peterson	VENDOR CONTACT PHONE: 224-354-8244	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: drew.cormican@dupagecounty.gov
VENDOR CONTACT EMAIL: andrew.peterson@grainger.com	VENDOR WEBSITE:	DEPT REQ #:	
<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.). Recommendation for the approval of a contract purchase order to W.W. Grainger, Inc., to furnish and deliver miscellaneous maintenance, repair and operations parts and supplies, as needed for Public Works facilities, for the period January 1, 2025 through December 31, 2027, for Public Works, for a total contract amount not to exceed \$75,000. Contract let pursuant to the Intergovernmental Cooperation Act OMNIA Partners #240078-01.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Miscellaneous maintenance , repair and operations parts and supplies are necessary for the performance of routine and as needed maintenance work throughout Public Works facilities.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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

<b>SECTION 3: DECISION MEMO</b>	
<b>SOURCE SELECTION</b>	Describe method used to select source. W.W. Grainger, Inc. holds Omnia Partners Contract #240078-01 which allows the County to purchase miscellaneous maintenance, repair and operations parts and supplies at significantly discounted prices. W.W. Grainger, Inc. offers no-minimum order requirements, free same day shipping, with access to more than one million items and 4,000 suppliers.
<b>RECOMMENDATION AND TWO ALTERNATIVES</b>	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. Recommend purchase order to purchase items with W.W. Grainger, Inc. through Omnia Partners contract. Having the option to purchase items through a cooperative purchasing agreement gives staff the flexibility to obtain specific materials from previously vetted vendors which reduces lead and down times on critical projects. 2. Send items out to quote or bid, however this is not recommended do to the quantity of small value items that would need to be quote or bid. 3. Let current contract expire and look for a different source. Not recommended due to the relationship that DuPage County has with W.W. Grainger, Inc., and the availability of parts and vendors from one source.

## 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: W.W. Grainger, Inc.	Vendor#: 10157	Dept: Public Works	Division: Public Works
Attn: Andrew Peterson	Email: andrew.peterson@grainger.com	Attn: Accounts Payable	Email: pwaccountspayable@dupagecount y.gov
Address: 100 Grainger Parkway	City: Lake Forest	Address: 7900 S. Rt 53	City: Woodridge
State: IL	Zip: 60045-5201	State: IL	Zip: 60517
Phone: 224-354-8244	Fax:	Phone: 630-407-5700	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: W.W. Grainger, Inc.	Vendor#: 10157	Dept: Same as above	Division: Same as above
Attn:	Email:	Attn:	Email:
Address: DEPT. 817928567	City: Palatine	Address:	City:
State: IL	Zip: 60038-0001	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 1, 2025	Contract End Date (PO25): Dec 31, 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		Furn/Mach/Equip Small Value	FY25	2000	2555	52000		7,000.00	7,000.00
2	1	EA		Operating Supplies	FY25	2000	2555	52200		8,000.00	8,000.00
3	1	EA		Auto/Mach/Equip Parts	FY25	2000	2555	52250		8,500.00	8,500.00
4	1	EA		Fuel/Lubricants	FY25	2000	2555	52260		1,000.00	1,000.00
5	1	EA		Maintenance Supplies	FY25	2000	2555	52270		500.00	500.00
6	1	EA		Furn/Mach/Equip Small Value	FY26	2000	2640	52000		7,000.00	7,000.00
7	1	EA		Operating Supplies	FY26	2000	2640	52200		8,000.00	8,000.00
8	1	EA		Auto/Mach/Equip Parts	FY26	2000	2640	52250		8,500.00	8,500.00
9	1	EA		Fuel/Lubricants	FY26	2000	2640	52260		1,000.00	1,000.00
10	1	EA		Maintenance Supplies	FY26	2000	2640	52270		500.00	500.00
11	1	EA		Furn/Mach/Equip Small Value	FY27	2000	2665	52000		7,000.00	7,000.00
12	1	EA		Operating Supplies	FY27	2000	2665	52200		8,000.00	8,000.00
13	1	EA		Auto/Mach/Equip Parts	FY27	2000	2665	52250		8,500.00	8,500.00
14	1	EA		Fuel/Lubricants	FY27	2000	2665	52260		1,000.00	1,000.00
15	1	EA		Maintenance Supplies	FY27	2000	2665	52270		500.00	500.00
<b>FY is required, ensure the correct FY is selected.</b>										Requisition Total	\$ 75,000.00

<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.