



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-3108	RFP, BID, QUOTE OR RENEWAL #: #23-105-FIN	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$23,408.28
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 09/26/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$23,408.28
	CURRENT TERM TOTAL COST: \$23,408.28	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: KENTWOOD OFFICE FURNITURE	VENDOR #: 11949	DEPT: FINANCE	DEPT CONTACT NAME: JIM MORRISSY
VENDOR CONTACT: ANTHONY ALECSEENKO	VENDOR CONTACT PHONE: 781-864-7160	DEPT CONTACT PHONE #: X6116	DEPT CONTACT EMAIL:
VENDOR CONTACT EMAIL: anthonyalecseenko@kentwoodoffice.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.). Office chairs for the Finance Department - offices, and conference room.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To replace chairs that have extended its life expectancy.			

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.
LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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

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: KENTWOOD FURNITURE	Vendor#: 11949	Dept: FINANCE	Division:
Attn: ANTHONY ALECSEENKO	Email: anthonyalecseenko@kentwoodoffice.com	Attn: JIM MORRISSY	Email: JIM.MORRISSY@DUPAGECO.ORG
Address: 3063 BRETON RD. SE	City: GRAND RAPIDS	Address: 421 N. COUNTY FARM ROAD	City: WHEATON
State: MI	Zip: 49512	State: IL	Zip: 60187
Phone: 781-864-7160	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME	Vendor#:	Dept: SAME	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 26, 2023	Contract End Date (PO25): Nov 30, 2023
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	45	EA		X-CHAIR X2 EXECUTIVE CHAIR	FY23	1000	1150	52000		507.12	22,820.40
2	1	EA		X-CHAIR X2 EXECUTIVE TASK CHAIR PLUS	FY23	1000	1150	52000		587.88	587.88
FY is required, assure the correct FY is selected.										Requisition Total	\$ 23,408.28

Comments	
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