



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-0030-24	RFP, BID, QUOTE OR RENEWAL #: Omnia Partners #R190303	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$225,450.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/26/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$225,450.00
	CURRENT TERM TOTAL COST: \$225,450.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: ODP Business Solutions, LLC	VENDOR #: 39549	DEPT: Finance	DEPT CONTACT NAME: Jim Morrissy
VENDOR CONTACT: Janice Parks	VENDOR CONTACT PHONE: 312-560-0464	DEPT CONTACT PHONE #: 630-407-6116	DEPT CONTACT EMAIL: jim.morrissy@dupagecounty.gov
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 a contract for the purchase of office supplies for various County Departments, at the lowest pricing through Omnia Partners Contract #R190303.			
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 miscellaneous 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

SOURCE SELECTION	Describe method used to select source. ODP Business Solutions contracts with Omnia Partners in providing 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 miscellaneous items at lowest available cost. 2. Allow departments to order individually and pay a higher cost. 3. Do nothing, which will result in the County not utilizing its 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, LLC	Vendor#: 39549	Dept: Office Supply	Division: Finance
Attn: Janice Parks	Email: janice.parks@odpbusiness.com	Attn: Juan Romero	Email: juan.romero@dupagecounty.gov
Address: 6600 N. Military Trail	City: Boca Raton	Address: 421 N. County Farm Rd	City: Wheaton
State: Florida	Zip: 33496	State: IL	Zip: 60187
Phone: 312-560-0464	Fax:	Phone: 630-407-6209	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): 12/01/2024	Contract End Date (PO25): 11/30/2025

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		See Attachment for List of Departments, Accounts, and Pricing	FY25					225,450.00	225,450.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 225,450.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025. This contract purchase order is to provide office supplies and miscellaneous items for DuPage County Departments from December 1, 2024 through November 30, 2025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please see attached sheet for line breakouts.
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.

Office Depot (ODP)

LN	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Acode	Price
1	ANS - OP SUPPLIES/MATERIALS	FY25	1100	1300	52200		\$ 1,000.00
2	ANS - MED/DENT/LAB SUPPLIES	FY25	1100	1300	52320		\$ 250.00
3	BZP - FURN/MACH/EQUIP	FY25	1100	2810	52000		\$ 1,000.00
4	BZP - IT EQ - SMALL VALUE	FY25	1100	2810	52100		\$ 1,000.00
5	BZP - OP SUPPLIES/MATERIALS	FY25	1100	2810	52200		\$ 4,700.00
6	BZP - CLEANING SUPPLIES	FY25	1100	2810	52280		\$ 500.00
7	CB - OP SUPPLIES/MATERIALS	FY25	1000	1001	52200		\$ 5,000.00
8	CCC - FURN/MACH/EQUIP	FY25	1000	6700	52000		\$ 1,000.00
9	CCC - OP SUPPLIES/MATERIALS	FY25	1000	6700	52200		\$ 5,000.00
10	CCC - CLEANING SUPPLIES	FY25	1000	6700	52280		\$ 600.00
11	CCT - IT EQ - SMALL VALUE	FY25	1000	5900	52100		\$ 500.00
12	CCT - OP SUPPLIES/MATERIALS	FY25	1000	5900	52200		\$ 5,000.00
13	CCT - FOOD & BEVERAGES	FY25	1000	5900	52210		\$ 1,500.00
14	CCT - CLEANING SUPPLIES	FY25	1000	5900	52280		\$ 200.00
15	COR - FURN/MACH/EQUIP	FY25	1300	4130	52000		\$ 2,000.00
16	COR - IT EQ - SMALL VALUE	FY25	1300	4130	52100		\$ 100.00
17	COR - OP SUPPLIES/MATERIALS	FY25	1300	4130	52200		\$ 1,500.00
18	COR - FOOD & BEVERAGES	FY25	1300	4130	52210		\$ 100.00
19	COR - MAINTENANCE SUPPLIES	FY25	1300	4130	52270		\$ 100.00
20	COR - CLEANING SUPPLIES	FY25	1300	4130	52280		\$ 50.00
21	COR - MED/DENT/LAB SUPPLIES	FY25	1300	4130	52320		\$ 500.00
22	CS - OP SUPPLIES/MATERIALS	FY25	1000	1750	52200		\$ 4,500.00
23	CS - WEX-FURN/MACH/EQUIP	FY25	5000	1400	52000	23-461028	\$ 300.00
24	CS - WEX-OP SUPPLIES/MATERIALS	FY25	5000	1400	52200	23-461028	\$ 200.00
25	CS - CDBG-OP SUPPLIES/MATERIALS	FY25	5000	1440	52200	CD24 ADMIN	\$ 750.00
26	CS - CDBG-CLEANING SUPPLIES	FY25	5000	1440	52280	CD24 ADMIN	\$ 150.00
27	CS - LIHEAP-FURN/MACH/EQUIP	FY25	5000	1420	52000	24-224028	\$ 250.00
28	CS - LIHEAP-IT EQ - SMALL VALUE	FY25	5000	1420	52100	24-224028	\$ 250.00
29	CS - LIHEAP-OP SUPP/MATERIALS	FY25	5000	1420	52200	24-224028	\$ 1,000.00
30	CS - WEX-FURN/MACH/EQUIP	FY25	5000	1430	52000	24-221028	\$ 300.00
31	CS - WEX-OP SUPPLIES/MATERIALS	FY25	5000	1430	52200	24-221028	\$ 200.00
32	CS - LIHEAP-FURN/MACH/EQUIP	FY25	5000	1495	52000	25-254028	\$ 500.00
33	CS - LIHEAP-IT EQ - SMALL VALUE	FY25	5000	1495	52100	25-254028	\$ 500.00
34	CS - LIHEAP-OP SUPP/MATERIALS	FY25	5000	1495	52200	25-254028	\$ 1,000.00
35	CS - CSBG-FURN/MACH/EQUIP	FY25	5000	1650	52000	24-231028	\$ 500.00
36	CS - CSBG-IT EQ - SMALL VALUE	FY25	5000	1650	52100	24-231028	\$ 500.00
37	CS - CSBG-OP SUPP/MATERIALS	FY25	5000	1650	52200	24-231028	\$ 1,000.00
38	CS - SENIORS-OP SUPP/MATERIALS	FY25	5000	1720	52200	25-703S	\$ 300.00
39	DCC - ADMIN-FURN/MACH/EQUIP	FY25	1200	2000	52000		\$ 1,000.00
40	DCC - ADMIN-OP SUPP/MATERIALS	FY25	1200	2000	52200		\$ 2,500.00
41	DCC - FIN SVC-FURN/MACH/EQUIP	FY25	1200	2010	52000		\$ 1,500.00
42	DCC - FIN SVC-OP SUPP/MATERIAL	FY25	1200	2010	52200		\$ 1,500.00
43	DCC - DINING-FURN/MACH/EQUIP	FY25	1200	2025	52000		\$ 500.00
44	DCC - DINING-OP SUPP/MATERIALS	FY25	1200	2025	52200		\$ 2,500.00
45	DCC - LAUNDRY-FURN/MACH/EQUIP	FY25	1200	2030	52000		\$ 200.00
46	DCC - LAUNDRY-OP SUPP/MATERIAL	FY25	1200	2030	52200		\$ 100.00
47	DCC - HOUSEK.-FURN/MACH/EQUIP	FY25	1200	2035	52000		\$ 200.00
48	DCC - HOUSEK.-OP SUPP/MATERIAL	FY25	1200	2035	52200		\$ 200.00
49	DCC - NURSING-FURN/MACH/EQUIP	FY25	1200	2050	52000		\$ 300.00
50	DCC - NURSING-OP SUPP/MATERIAL	FY25	1200	2050	52200		\$ 2,000.00
51	DCC - REHAB-FURN/MACH/EQUIP	FY25	1200	2060	52000		\$ 50.00
52	DCC - REHAB-OP SUPP/MATERIALS	FY25	1200	2060	52200		\$ 1,000.00

53	DCC - REHAB-MED/DENT/LAB SUPP	FY25	1200	2060	52320		\$	50.00
54	DCC - REC-FURN/MACH/EQUIP	FY25	1200	2065	52000		\$	50.00
55	DCC - REC-OP SUPP/MATERIALS	FY25	1200	2065	52200		\$	1,200.00
56	DCC - SOC SVC-FURN/MACH/EQUIP	FY25	1200	2070	52000		\$	25.00
57	DCC - SOC SVC-OP SUPP/MATERIAL	FY25	1200	2070	52200		\$	250.00
58	DCC - CLINIC-FURN/MACH/EQUIP	FY25	1200	2075	52000		\$	50.00
59	DCC - CLINIC-OP SUPP/MATERIALS	FY25	1200	2075	52200		\$	50.00
60	DCC - VOL SVC-FURN/MACH/EQUIP	FY25	1200	2080	52000		\$	300.00
61	DCC - VOL SVC-OP SUPP/MATERIAL	FY25	1200	2080	52200		\$	2,500.00
62	DCC - VOL SVC-FOOD & BEV	FY25	1200	2080	52210		\$	300.00
63	DCC - PHARM-FURN/MACH/EQUIP	FY25	1200	2085	52000		\$	500.00
64	DCC - PHARM-OP SUPP/MATERIAL	FY25	1200	2085	52200		\$	1,000.00
65	DCC - CAFÉ-FURN/MACH/EQUIP	FY25	1200	2100	52000		\$	500.00
66	DCC - CAFÉ-OP SUPP/MATERIALS	FY25	1200	2100	52200		\$	1,000.00
67	DOT - ADMIN - FURN/MACH/EQUIP	FY25	1500	3500	52000		\$	2,000.00
68	DOT - ADMIN - OP SUPP/MATERIALS	FY25	1500	3500	52200		\$	5,000.00
69	DOT - MAINT - OP SUPP/MATERIALS	FY25	1500	3510	52200		\$	3,000.00
70	FAM CENT - OP SUPP/MATERIALS	FY25	1000	1640	52200		\$	200.00
71	FAM CENT - CUST EXCH-FURN/MACH/EQ	FY25	1400	5920	52000		\$	50.00
72	FAM CENT - CUST EXCH-OP SUPP/MATS	FY25	1400	5920	52200		\$	750.00
73	FAM CENT - MED/DENT/LAB SUPPLIES	FY25	1400	5920	52320		\$	75.00
74	FIN - FURN/MACH/EQUIP	FY25	1000	1150	52000		\$	1,500.00
75	FIN - IT EQ - SMALL VALUE	FY25	1000	1150	52100		\$	50.00
76	FIN - OP SUPPLIES/MATERIALS	FY25	1000	1150	52200		\$	2,000.00
77	FM - FACILITIES-FURN/MACH/EQUIP	FY25	1000	1100	52000		\$	500.00
78	FM - FACILITIES-IT EQ - SMALL VALUE	FY25	1000	1100	52100		\$	500.00
79	FM - FACILITIES-OP SUPP/MATERIALS	FY25	1000	1100	52200		\$	4,000.00
80	FM - GROUNDS-FURN/MACH/EQUIP	FY25	1000	1102	52000		\$	200.00
81	FM - GROUNDS-OP SUPP/MATERIALS	FY25	1000	1102	52200		\$	200.00
82	FM - ENVIRON-OP SUPP/MATERIAL	FY25	1000	1103	52200		\$	2,500.00
83	IT - OP SUPPLIES/MATERIALS	FY25	1000	1110	52200		\$	2,500.00
84	PDF - FURN/MACH/EQUIP	FY25	1000	6300	52000		\$	8,000.00
85	PDF - IT EQ - SMALL VALUE	FY25	1000	6300	52100		\$	1,500.00
86	PDF - OP SUPPLIES/MATERIALS	FY25	1000	6300	52200		\$	20,000.00
87	PDF - CLEANING SUPPLIES	FY25	1000	6300	52280		\$	500.00
88	PDF - POSTAGE/POSTAL	FY25	1000	6300	53804		\$	100.00
89	PROB - FURN/MACH/EQUIP	FY25	1000	6100	52000		\$	500.00
90	PROB - OP SUPPLIES/MATERIALS	FY25	1000	6100	52200		\$	6,000.00
91	PROB - DUI EVAL-OP SUPP/MATERIALS	FY25	1000	6110	52200		\$	100.00
92	PROB - SVC FEES-FURN/MACH/EQUIP	FY25	1400	6120	52000		\$	400.00
93	PROB - SVC FEES-IT EQ - SMALL VALUE	FY25	1400	6120	52100		\$	200.00
94	PROB - SVC FEES-OP SUPPLIES/MATERIALS	FY25	1400	6120	52200		\$	15,000.00
95	PROB - DET TRANS-IT EQ - SMALL VAL	FY25	1400	6130	52100		\$	200.00
96	PROB - DET TRANS-OP SUPPLIES/MATS	FY25	1400	6130	52200		\$	100.00
97	PROB - HOPE FOCUS-OP SUPPLIES/MATS	FY25	5000	5905	52200	HOPEFOCUS21	\$	350.00
98	PW - ADMIN-OP SUPPLIES/MATERIALS	FY25	2000	2665	52200		\$	7,500.00
99	ROE - OP SUPPLIES/MATERIALS	FY25	1000	5700	52200		\$	5,000.00
100	ROE - FOOD & BEVERAGES	FY25	1000	5700	52210		\$	1,000.00
101	SAO - IT EQ - SMALL VALUE	FY25	1000	6500	52100		\$	1,000.00
102	SAO - OP SUPPLIES/MATERIALS	FY25	1000	6500	52200		\$	20,000.00
103	SAO - CHILD CENT-OP SUPP/MATERIALS	FY25	1000	6510	52200		\$	2,000.00
104	SAO - TITLE IV-OP SUPP/MATERIALS	FY25	5000	6570	52200	2021-55-013-Y25	\$	700.00
105	SHF - ADMIN-FURN/MACH/EQUIP	FY25	1000	4400	52000		\$	300.00
106	SHF - ADMIN-IT EQ - SMALL VALUE	FY25	1000	4400	52100		\$	300.00
107	SHF - ADMIN-OP SUPPLIES/MATERIALS	FY25	1000	4400	52200		\$	8,000.00

108	SHF- IT-OP SUPPLIES/MATERIALS	FY25	1000	4403	52200		\$	150.00
109	SHF - JAIL-FURN/MACH/EQUIP	FY25	1000	4410	52000		\$	600.00
110	SHF - JAIL-OP SUPPLIES/MATERIALS	FY25	1000	4410	52200		\$	5,000.00
111	SHF - LAW-OP SUPPLIES/MATERIALS	FY25	1000	4415	52200		\$	100.00
112	SWM - FURN/MACH/EQUIP	FY25	1600	3000	52000		\$	1,200.00
113	SWM - IT EQ - SMALL VALUE	FY25	1600	3000	52100		\$	450.00
114	SWM - OP SUPPLIES/MATERIALS	FY25	1600	3000	52200		\$	2,500.00
115	SWM - AUTO/MACH/EQ PARTS	FY25	1600	3000	52250		\$	100.00
116	SWM - MAINTENANCE SUPPLIES	FY25	1600	3000	52270		\$	250.00
117	SOA - OP SUPPLIES/MATERIALS	FY25	1000	1800	52200		\$	1,200.00
118	VAC - OP SUPPLIES/MATERIALS	FY25	4500	5851	52200		\$	1,000.00
119	WIOA - OP SUPPLIES/MATERIALS	FY25	5000	2840	52200	24-681006	\$	3,000.00
120	WIOA - IT EQ - SMALL VALIE	FY25	5000	2840	52100	24-681006	\$	200.00
121	WIOA - CLEANING SUPPLIES	FY25	5000	2840	52280	24-681006	\$	800.00
122	CONTINGENCY	FY25	1000	1180	53828		\$	20,000.00

Total: \$ 225,450.00