



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#: FM-P-0043-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$129,722.56
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 08/26/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$129,722.56
	CURRENT TERM TOTAL COST: \$129,722.56	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: KI (Krueger International , Inc.)	VENDOR #: 11590	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Anson Arndt	VENDOR CONTACT PHONE: 630-364-9180	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: anson.arndt@ki.com	VENDOR WEBSITE:	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.). Recommendation for the approval of a contract to KI (Krueger International, Inc.), to furnish, deliver, and install replacement gallery seating for courtrooms 2003, 4001, 4003, and 4010 for the Judicial Office Facility, for Facilities Management, for the period August 26, 2025, through March 31, 2026 for a total contract amount not to exceed \$129,722.56. Contract pursuant to the Intergovernmental Cooperation Act - OMNIA Partners Contract #R240109. KI Quote 25CRB-757304/C.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replacement gallery seating is needed in courtrooms as many seats are ripped, worn, and non-functioning. Existing seating has exceeded it's 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.
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. KI (Krueger International, Inc. provides OMNIA Partners joint purchasing agreement pricing for Sequence High Density Seating per contact #R240109. The OMNIA Partners program is a nonprofit national purchasing cooperative developed by governmental agencies. Utilizing the pooled power of public agencies nationwide the program lowers purchasing costs.
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 with KI through OMNIA Partners. Having the option to purchase items through a cooperative purchasing agreement gives staff the flexibility to obtain specific materials from previously vetted vendors. 2. The second option includes sending items out to bid, however this will not guarantee that prices will be lower, or the quality of product and service will be equal. Past experience has proven that lower quality seating did not stand up to the daily use required for courtroom audience seating.

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: KI (Krueger International , Inc.)	Vendor#: 11590	Dept: Facilities Management	Division:
Attn: Anson Arndt	Email: anson.arndt@ki.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 1330 Bellevue Street	City: Green Bay	Address: 421 N. County Farm Road	City: Wheaton
State: WI	Zip: 54302	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: KI (Krueger International , Inc.)	Vendor#: 11590	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Mark Thomas	Email: mark.thomas@dupagecounty.gov
Address: PO Box 8100	City: Green Bay	Address: 505 N. County Farm Road	City: Wheaton
State: WI	Zip: 54308-8100	State: IL	Zip: 60187
Phone: 920-468-8100	Fax:	Phone: 630-816-2979	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 26, 2025	Contract End Date (PO25): Mar 31, 2026

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		Furniture & Furnishings	FY25	6000	1220	54090	2504133	129,722.56	129,722.56
2	1	LO		Furniture & Furnishings	FY26	6000	1220	54090	2504133	0.00	0.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 129,722.56

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish, deliver, and install replacement audience seating for courtrooms 2003, 4001, 4003 and 4010, at the Judicial Office Facility, for Facilities Management.
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. County Board: 08/26/25 Job #25-04133
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.