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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 26-014	RFP, BID, QUOTE OR RENEWAL #: 26-051-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: $35,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/04/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $140,000.00
	CURRENT TERM TOTAL COST: $35,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: Central Poly-Bag Corp.	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Brian Rovik
VENDOR CONTACT: Nicole Lawson	VENDOR CONTACT PHONE: 908-862-7570	DEPT CONTACT PHONE #: x5705	DEPT CONTACT EMAIL: brian.rovik2@dupagecounty.gov
VENDOR CONTACT EMAIL: bids@centralpoly.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 to Central Poly-Bag Corp., to furnish and deliver plastic trash and recycling can liners, as needed for County facilities, for Facilities Management, for the period August 11, 2026 through August 10, 2027, for a contract total amount not to exceed $35,000.00, per lowest responsible bid #26-051-FM.
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Plastic trash can liners are needed for the disposal of trash and the collection of recyclables throughout 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. 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

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Central Poly-Bag Corp	Vendor#:	Dept: Facilities Management	Division:
Attn: David Freier	Email: bids@centralpoly.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 2400 Bedle Place	City: Linden	Address: 421 N. County Farm Rd.	City: Wheaton
State: NJ	Zip: 07036	State: IL	Zip: 60187
Phone: 908-862-7570	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
Send Payments To:		*Ship to:*	
Vendor: SAME AS ABOVE	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address: Various	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 11, 2026	Contract End Date (PO25): Aug 10, 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		Trash & Recycling Can Liners	FY26	1000	1100	52280		15,000.00	15,000.00
2	1	LO		Trash & Recycling Can Liners	FY27	1000	1100	52280		20,000.00	20,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 35,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver plastic trash can liners, as needed for County Facilities
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Brian Rovik, Cathie Figlewski, and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. 8/4/26 PW; 8/11/26 CB
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.