



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#: 23-1606	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$40,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 05/02/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$40,000.00
	CURRENT TERM TOTAL COST: \$40,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: HD Supply Facilities Maintenance, LTD.	VENDOR #: 11219	DEPT: Public Works	DEPT CONTACT NAME: Sandra Martinez
VENDOR CONTACT: Nicholas Bova	VENDOR CONTACT PHONE: 708-446-9937	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: Sandra.Martinez@dupageco.org
VENDOR CONTACT EMAIL: Nicholas_m_bova@homedepot.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.). Contract with HD Supply Facilities Maintenance, LTD to furnish and deliver housekeeping supplies and cleaning chemicals, as needed, for various DuPage County Public Works locations for the period of May 9, 2023 through October 31, 2025 in the amount not to exceed \$40,000 per the Intergovernmental Cooperation Act OMNIA Partners #22-07.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Housekeeping supplies and cleaning chemicals are necessary for the daily housekeeping operations required at Public Works locations which include administration buildings, wastewater treatment facilities, wellhouses and lift stations.			

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	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. HD Supply Facilities Maintenance, LTD holds the OMNIA Partners contract #22-07 which allows the County to purchase miscellaneous cleaning supplies, equipment and custodial related items at competitive prices. OMNIA Partners members receive tiered annual rebates up to 5% on all purchases.
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 approving a contract with HD Supply Facilities Maintenance, LTD through the OMNIA Partners Contract in order to receive the annual rebate. 2). Do not approve contract and purchase all items without a contract. This option is not recommended due to the large quantity of small value items that would need to be quoted or bid.

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: HD Supply Facilities Maintenance, LTD.	Vendor#: 11219	Dept: DuPage County Public Works	Division: Public Works
Attn: Nicholas Bova	Email: Nicholas_m_bova@homedepot.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 2455 Paces Ferry Road	City: Atlanta	Address: 7900 S. Route 53	City: Woodridge
State: Georgia	Zip: 30339	State: Illinois	Zip: 60517
Phone: 708-446-9937	Fax:	Phone: 630-985-7400	Fax: 630-985-4802
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: HD Supply Facilities Maintenance, LTD.	Vendor#: 11219	Dept: SAME AS ABOVE	Division:
Attn:	Email:	Attn:	Email:
Address: 13924 Collection Center Drive	City: Chicago	Address:	City:
State: Illinois	Zip: 60693	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 9, 2023	Contract End Date (PO25): Oct 31, 2025
Contract Administrator (PO25): Sandra Martinez/ Amy Arlowe			

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		Contract with HD Supply Facilities Maintenance, LTD to furnish & deliver housekeeping supplies and cleaning chemicals in an amount not to exceed \$40,000 per the Intergovernmental Cooperation Act OMNIA Partners #22-07.	FY23	2000	2665	52280		8,000.00	8,000.00
2	1	EA			FY23	2000	2665	52200		2,000.00	2,000.00
3	1	EA			FY24	2000	2665	52280		12,000.00	12,000.00
4	1	EA			FY24	2000	2665	52200		3,000.00	3,000.00
5	1	EA			FY25	2000	2665	52280		12,000.00	12,000.00
6	1	EA			FY25	2000	2665	52200		3,000.00	3,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 40,000.00

<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.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement