



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#: 24-1253	RFP, BID, QUOTE OR RENEWAL #: 20-136-HR	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$52,830.00
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 05/14/2024	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$182,018.00
	CURRENT TERM TOTAL COST: \$28,611.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Casco International d/b/a C.A. Short Company	VENDOR #: 27908	DEPT: Human Resources	DEPT CONTACT NAME: Christine Clevenger
VENDOR CONTACT: Jimmy Spencer	VENDOR CONTACT PHONE: 800-535-5690, ext. 2321	DEPT CONTACT PHONE #: 630-407-6300	DEPT CONTACT EMAIL: christine.clevenger@dupagecounty.gov
VENDOR CONTACT EMAIL: jspencer@cashort.com	VENDOR WEBSITE: www.cashort.com	DEPT REQ #: N/A	
<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 renewal for employee service awards. A Request for Proposal (RFP) was initiated to secure a vendor who can provide service awards to employees with focus on the following: Approach and Service Methods Quality and Variety, and Proposal Cost. Employees will be recognized and rewarded with service awards for anniversary date milestones 10, 15, 20, 25, 30, 35, 4, 45, 45, and 50 years of service to the County. The total cost of a 1-year contract is estimated to be \$28,611.00. Third and final renewal.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished County Policy 6.9, Service Awards, allows employees to receive a certificate and select a gift for their milestone anniversaries with 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.
RENEWAL	
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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Casco International d/b/a C.A. Short Company	Vendor#: 27908	Dept: Human Resources	Division: N/A
Attn: Jimmy Spencer	Email: jspencer@cashort.com	Attn: Human Resources	Email: dpchumanresources@dupagecounty.gov
Address: 4205 E. Dixon Blvd	City: Shelby	Address: 421 N. County Farm Rd.	City: Wheaton
State: NC	Zip: 28152	State: IL	Zip: 60187
Phone: 800-535-5690, ext. 2321	Fax: 704-482-9953	Phone: 630-407-6300	Fax: 630-407-6301
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: C.A. Short Company	Vendor#: 27908	Dept: Human Resources	Division: N/A
Attn:	Email:	Attn: Human Resources	Email: dpchumanresources@dupagecounty.gov
Address: P.O. Box 890151	City: Charlotte	Address: 421 N. County Farm Rd.	City: Wheaton
State: NC	Zip: 28289-0151	State: IL	Zip: 60187
Phone: 704-482-9591	Fax: 704-482-9953	Phone: 630-407-6300	Fax: 630-407-6301
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 1, 2024	Contract End Date (PO25): May 31, 2025
Contract Administrator (PO25): Christine Clevenger			

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	N/A	Service Awards - Animal Svcs		1100	1300	53830		76.00	76.00
2	1	EA	N/A	Service Awards - Auditor		1000	4000	53830		129.00	129.00
3	1	EA	N/A	Service Awards - Bldg/Zoning		1100	2810	53830		244.00	244.00
4	1	EA	N/A	Service Awards - Care Center Administration		1200	2000	53830		688.00	688.00
5	1	EA	N/A	Service Awards - Care Center Dining Svcs		1200	2025	53830		712.00	712.00
6	1	EA	N/A	Service Awards - Care Center Dining Svcs		1200	2100	53830		168.00	168.00
7	1	EA	N/A	Service Awards - Care Center Housekeeping		1200	2035	53830		404.00	404.00
8	1	EA	N/A	Service Awards - Care Center Laundry		1200	2030	53830		272.00	272.00
9	1	EA	N/A	Service Awards - Care Center Nursing		1200	2050	53830		1,910.00	1,910.00
10	1	EA	N/A	Service Awards - Care Center Pharmacy		1200	2085	53830		180.00	180.00
11	1	EA	N/A	Service Awards - Care Center Recreation Therapy		1200	2065	53830		556.00	556.00
12	1	EA	N/A	Service Awards - Care Center Rehab Svcs		1200	2060	53830		76.00	76.00
13	1	EA	N/A	Service Awards - Care Center Resident/Volunteer Svcs		1200	2080	53830		76.00	76.00
14	1	EA	N/A	Service Awards - Circuit Clerk		1000	6700	53830		2,448.00	2,448.00
15	1	EA	N/A	Service Awards - Circuit Court		1000	5900	53830		477.00	477.00
16	1	EA	N/A	Service Awards - Circuit Court Jury Svcs		1000	5910	53830		76.00	76.00
17	1	EA	N/A	Service Awards - Community Svcs		1000	1750	53830		1,160.00	1,160.00
18	1	EA	N/A	Service Awards - Community Family Center		1000	1640	53830		129.00	129.00
19	1	EA	N/A	Service Awards - Coroner		1000	4100	53830		376.00	376.00
20	1	EA	N/A	Service Awards - County Clerk Election Commission		1000	4220	53830		76.00	76.00
21	1	EA	N/A	Service Awards - DOT Fleet Svcs		1500	3500	53830		320.00	320.00
22	1	EA	N/A	Service Awards - DOT Maintenance		1500	3510	53830		856.00	856.00
23	1	EA	N/A	Service Awards - DOT Vehicle Maintenance		1500	3520	53830		272.00	272.00
24	1	EA	N/A	Service Awards - Facilities Management		1000	1100	53830		1,022.00	1,022.00
25	1	EA	N/A	Service Awards - Finance		1000	1150	53830		152.00	152.00
26	1	EA	N/A	Service Awards - Finance Risk Management		1100	1212	53830		104.00	104.00
27	1	EA	N/A	Service Awards - Human Resources & Wkfc Dev		1000	1120	53830		256.00	256.00
28	1	EA	N/A	Service Awards - IT		1000	1110	53830		540.00	540.00
29	1	EA	N/A	Service Awards - OHSEM Security		1000	1130	53830		76.00	76.00
30	1	EA	N/A	Service Awards - OHSEM		1000	1900	53830		180.00	180.00
31	1	EA	N/A	Service Awards - Probation		1000	6100	53830		2,083.00	2,083.00
32	1	EA	N/A	Service Awards - Probation Juvenile Detention		1400	6130	53830		368.00	368.00
33	1	EA	N/A	Service Awards - Public Defender		1000	6300	53830		1,069.00	1,069.00
34	1	EA	N/A	Service Awards - Public Works Sewer Operations		2000	2555	53830		424.00	424.00

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
35	1	EA	N/A	Service Awards - Public Works Central Admin		2000	2665	53830		309.00	309.00
36	1	EA	N/A	Service Awards - Recorder of Deeds		1100	4310	53830		168.00	168.00
37	1	EA	N/A	Service Awards - Sheriff Administration		1000	4400	53830		440.00	440.00
38	1	EA	N/A	Service Awards - Sheriff Crime Lab		1000	4403	53830		168.00	168.00
39	1	EA	N/A	Service Awards - Sheriff Court Security		1000	4405	53830		1,390.00	1,390.00
40	1	EA	N/A	Service Awards - Sheriff Jail Operations		1000	4410	53830		3,476.00	3,476.00
41	1	EA	N/A	Service Awards - Sheriff Law Enforcement Bureau		1000	4415	53830		1,470.00	1,470.00
42	1	EA	N/A	Service Awards - State's Attorney/Admin		1000	6500	53830		2,184.00	2,184.00
43	1	EA	N/A	Service Awards - State's Attorney/Childrens Center		1000	6510	53830		392.00	392.00
44	1	EA	N/A	Service Awards - Stormwater		1600	3000	53830		555.00	555.00
45	1	EA	N/A	Service Awards - Care Center Social Services		1200	2070	53830		104.00	104.00
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 28,611.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Purchase order to provide Employee Service Awards for anniversary date milestones per RFP 20-136-HR, third and final renewal.
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