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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $45,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 12/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $45,000.00
	CURRENT TERM TOTAL COST: $45,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: HD Supply Inc	VENDOR #: 11812	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Ryan Kaminski	VENDOR CONTACT PHONE: 630-673-8243	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: ryan.kaminski@hdsupply.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.).
Contract with HD Supply, Inc. to furnish and deliver housekeeping supplies and cleaning chemicals, as needed, for various DuPage County Public Works locations for the period of December 9, 2025 through June 30, 2027 in the amount not to exceed $45,000 per the Intergovernmental Cooperation Act OMNIA Partners #25-JH-011 .

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

SOURCE SELECTION	Describe method used to select source. HD Supply Facilities Maintenance, LTD holds the OMNIA Partners contract #25-JH-011 which allows the County to purchase miscellaneous cleaning supplies, equipment and custodial related items at competitive prices. OMNIA Partners members receive tiered discounts 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). I. Staff recommends approving a contract with HD Supply Facilities Maintenance, LTD through the OMNIA Partners Contract #25-JH-011 in order to receive the discounts. 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. 3. Do not approve contract and go out for bid. Not recommended due to the variety of products that HD Supply offers at competitive pricing.

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: HD Supply, Inc.	Vendor#: 11812	Dept: Public works	Division: Public Works
Attn: Ryan Kaminski	Email: ryan.kaminski@hdsupply.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecounty.gov
Address: 3400 Cumberland BLVD	City: Atlanta	Address: 7900 S. Rt. 53	City: Woodridge
State: Georgia	Zip: 30339	State: Illinois	Zip: 60517
Phone: 630.673-8243	Fax:	Phone:	Fax:
Send Payments To:		***Ship to:***	
Vendor: Same as Above	Vendor#: Same as Above	Dept: Same as Above	Division: Same as Above
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): Dec 9, 2025	Contract End Date (PO25): Jun 30, 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	EA		Housekeeping and cleaning chemical supplies	FY26	2000	2665	52200		10,000.00	10,000.00
2	1	EA		Housekeeping and cleaning chemical supplies	FY26	2000	2665	52280		10,000.00	10,000.00
3	1	EA		Housekeeping and cleaning chemical supplies	FY27	2000	2665	52200		12,500.00	12,500.00
4	1	EA		Housekeeping and cleaning chemical supplies	FY27	2000	2665	52280		12,500.00	12,500.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 45,000.00

Comments	
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.