



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 #: 22-065-CS	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$67,367.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 07/01/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$440,101.00
	CURRENT TERM TOTAL COST: \$238,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
Vendor Information		Department Information	
VENDOR: CHICAGO UNITED INDUSTRIES, LTD.	VENDOR #: 32599	DEPT: COMMUNITY SERVICES	DEPT CONTACT NAME: GINA STRAFFORD-AHMED
VENDOR CONTACT: GABRIELA JAIME	VENDOR CONTACT PHONE: 312-786-1471	DEPT CONTACT PHONE #: 630-407-6444	DEPT CONTACT EMAIL: GINA.STRAFFORD@DUPAGECOUNTY.GOV
VENDOR CONTACT EMAIL: GJAIME@CUILTD.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.). Furnish, deliver, and install Energy Star rated appliances with proper disposal for the grant funded Weatherization program.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Weatherization program provides energy efficiency upgrades to eligible low-income households.			

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.
RENEWAL OF RFP	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. RFP #22-065-CS
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). Approve the change order increase as requested. Do not approve the change order and reduce the ability to assist clients in need. Award the funding to a different vendor without the same qualifications

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: CHICAGO UNITED INDUSTRIES, LTD	Vendor#: 32599	Dept: COMMUNITY SERVICES	Division: INTAKE & REFERRAL
Attn: GABRIELA JAIME	Email: GJAIME@CUILTD.COM	Attn: GINA STRAFFORD-AHMED	Email: GINA.STRAFFORD@DUPAGECOUNTY.GOV
Address: 505 N LAKE SHORE DRIVE, SUITE 205	City: CHICAGO	Address: 421 N COUNTY FARM ROAD	City: WHEATON
State: IL	Zip: 60611	State: IL	Zip: 60187
Phone: 312-786-1471	Fax:	Phone: 630-407-6444	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAA	Vendor#:	Dept: SAA	Division:
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): Jul 1, 2025	Contract End Date (PO25): Sep 30, 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	EA		APPLIANCES		5000	1430	53090	25-221028	149,000.00	149,000.00
2	1	EA		APPLIANCES		5000	1490	53090	26-251028	89,000.00	89,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 238,000.00

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.