



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#: 24-0839	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$19,982.06
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 03/05/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$19,982.06	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Fisher Scientific Company LLC	VENDOR #:	DEPT: Sheriff's Crime Lab	DEPT CONTACT NAME: Jillian Baker
VENDOR CONTACT: Regina Baker	VENDOR CONTACT PHONE: 412-790-1425	DEPT CONTACT PHONE #: 630-407-2103	DEPT CONTACT EMAIL: jillian.baker@dupagesheriff.org
VENDOR CONTACT EMAIL: regina.baker@thermofisher.com	VENDOR WEBSITE: www.fishersci.com	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.). Purchase of 4 analytical balances, 1 top-loading (large capacity) balance, and compatible cables for the Chemistry Section of the Sheriff's Crime Laboratory. Total cost is \$19,982.06 with quote obtained from a collaborative contract (Omnia Partners Contract #2021002889). Will use 2022 Coverdell Grant Funds for purchase.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Chemistry Section of the Sheriff's Crime Laboratory weighs submitted seized drug evidence prior to analysis. The weight is included in testing reports and is used by the criminal justice system for charging purposes. This purchase will replace aging equipment, allowing for continued collection of accurate weights.			

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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. It was identified that Fisher Scientific provides pricing for Omnia contracts and sells Sartorius brand balances. The laboratory currently uses Sartorius balances and knows they are compatible with current IT and software. The balances are accompanied by accreditation certificates.
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). It is recommended to purchase Sartorius balances as outlined in the contract as they meet the laboratory's needs/requirements and work with current IT & software. Alternatives would be to purchase balances from another manufacturer which would require the purchase of their software to ensure lab needs/requirements are met. Alternatively, if no action is taken, the current balances may begin to fail quality checks rendering them unusable for casework and preventing the laboratory from issuing testing reports.

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: Fisher Scientific Company LLC	Vendor#:	Dept: Sheriff's Office	Division: Budget Support
Attn: Regina Baker	Email: regina.baker@thermofisher.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 4500 Turnberry Drive	City: Hanover Park	Address: 501 N. County Farm Road	City: Wheaton
State: IL	Zip: 60133-5491	State: IL	Zip: 60187
Phone: 412-790-1425	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Fisher Scientific Company LLC	Vendor#:	Dept: DuPage County Sheriff's Office	Division: Crime Lab
Attn: Regina Baker	Email: regina.baker@thermofisher.com	Attn: Jillian Baker	Email: jillian.baker@dupagesheriff.org
Address: 4500 Turnberry Drive	City: Hanover Park	Address: 501 N. County Farm Road	City: Wheaton
State: IL	Zip: 60133-5491	State: IL	Zip: 60187
Phone: 412-790-1425	Fax:	Phone: 630-407-2103	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 6, 2024	Contract End Date (PO25): Mar 5, 2025
Contract Administrator (PO25):			

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	14561100	Toploader 20,200g Capacity Balance	FY24	5000	4520	52000	722503	7,302.83	7,302.83
2	4	EA	14558900	Analytical Balance 320 g Capacity	FY24	5000	4520	52000	722503	3,087.17	12,348.68
3	5	EA	14558849	Cable (connect Balance to PC)	FY24	5000	4520	52000	722503	64.77	323.85
4	1	EA		Fuel Surcharge	FY24	5000	4520	52000	722503	6.70	6.70
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 19,982.06

<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