



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#: 23-3466	RFP, BID, QUOTE OR RENEWAL #: 23-128-SHF	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$28,338.20
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 11/07/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$28,338.20	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: PerkinElmer U.S. LLC.	VENDOR #:	DEPT: Sheriff's Office - Crime lab	DEPT CONTACT NAME: Jillian Baker
VENDOR CONTACT: Doug Sterner	VENDOR CONTACT PHONE: 815-668-2068	DEPT CONTACT PHONE #: 630-407-2103	DEPT CONTACT EMAIL: jillian.baker@dupagesheriff.org
VENDOR CONTACT EMAIL: doug.sterner@perkinelmer.com	VENDOR WEBSITE: https://www.perkinelmer.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 and installation of a new Fourier Transform Infrared Spectrometer (FTIR) in the chemistry section of the Sheriff's Crime Laboratory. Total cost is \$28,338.20 with 2022 Coverdell Grant Funds to be used. County Procurement Department assisted with RFQ with the lowest quote selected.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The FTIR is used in the chemistry section of the crime laboratory to rapidly identify controlled substances in seized drug evidence. The laboratory's current FTIR instrument is approaching end of life. This FTIR purchase will ensure continuity of services.			

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. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
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

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: PerkinElmer U.S., LLC.	Vendor#:	Dept: Sheriff's Office	Division: Budget Support
Attn: Doug Sterner/Angela Marino	Email: usinstrumentorders.aes@perkinelmer.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 710 Bridgeport Avenue	City: Shelton	Address: 501 N. County Farm Road	City: Wheaton
State: CT	Zip: 06484-4794	State: IL	Zip: 60187
Phone: 855-726-9377	Fax: 203-266-1072	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: PerkinElmer U.S., LLC.	Vendor#:	Dept: DuPage County Sheriff's Office	Division: Crime Laboratory
Attn:	Email: usinstrumentorders.aes@perkinelmer.com	Attn: Jillian Baker	Email: jillian.baker@dupagesheriff.org
Address: 710 Bridgeport Avenue	City: Shelton	Address: 501 N. County Farm Road	City: Wheaton
State: CT	Zip: 06484-4794	State: IL	Zip: 60187
Phone: 855-726-9377	Fax: 203-266-1072	Phone: 630-407-2103	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 7, 2023	Contract End Date (PO25): Nov 6, 2024
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		Spectrum Two FTIR	FY23	5000	4520	54110	722503	28,338.20	28,338.20
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 28,338.20

<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