



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#: 23-1291 | RFP, BID, QUOTE OR RENEWAL #: 20-012-CARE | INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD | INITIAL TERM TOTAL COST: |
| COMMITTEE: HUMAN SERVICES | TARGET COMMITTEE DATE: 04/04/2023 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: |
| | CURRENT TERM TOTAL COST: | MAX LENGTH WITH ALL RENEWALS: FOUR YEARS | CURRENT TERM PERIOD: SECOND RENEWAL |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Yami Vending, Inc. | VENDOR #: 32905 | DEPT: DuPage Care Center | DEPT CONTACT NAME: Mario Plata |
| VENDOR CONTACT: Liat Segal | VENDOR CONTACT PHONE: 847-423-2448 | DEPT CONTACT PHONE #: 630-784-4416 | DEPT CONTACT EMAIL: mario.plata@dupageco.org |
| VENDOR CONTACT EMAIL: liat@yamivending.com | VENDOR WEBSITE: | DEPT REQ #: 7381 | |
| <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.). Yami Vending, Inc. manages beverage and snack vending machines at various locations on the DuPage County Campus for the period April 5, 2023 through March 31, 2024, per bid #20-012-CARE. Second and final of 2 one-year optional renewals. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Yami Vending, Inc. will pay DuPage Care Center profit sharing with percentages of profit sharing increases every year. NOTE: Monthly Commission Payable to Care Center based on machine's Gross Income year 1 20% with a sign on bonus for year 1 Year 2 22% Year 3 24% with a bonus of \$5,000 for year 3 (the DuPage Care Center has already received this check) Year 4 25% | | | |

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 | |
|--|---|
| 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: Yami Vending, Inc. | Vendor#: 32905 | Dept: DuPage Care Center | Division: Dining Services |
| Attn: Liat Segal | Email: liat@yamivending.com | Attn: Mario Plata | Email: mario.plata@dupageco.org |
| Address: 8141 Austin Avenue | City: Morton Grove | Address: 400 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60053 | State: IL | Zip: 60187 |
| Phone: 847-423-2448 | Fax: | Phone: 630-784-4416 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Yami Vending, Inc. | Vendor#: 32905 | Dept: DuPage Care Center | Division: Dining Services |
| Attn: Liat Segal | Email: liat@yamivending.com | Attn: Mario Plata | Email: mario.plata@dupageco.org |
| Address: 8141 Austin Avenue | City: Morton Grove | Address: 400 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60053 | State: IL | Zip: 60187 |
| Phone: 847-423-2448 | Fax: | Phone: 630-784-4416 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): April 5, 2023 | Contract End Date (PO25): April 4, 2024 |
| Contract Administrator (PO25): Christine Kliebhan | | | |

| 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 | | Manager of beverage and snack vending machines at various locations on the DuPage County Campus | FY23 | | | | | | 0.00 |
| 2 | 1 | EA | | Manager of beverage and snack vending machines at various locations on the DuPage County Campus | FY24 | | | | | | 0.00 |
| <i>FY is required, assure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 0.00 |

| Comments | |
|----------------------|---|
| HEADER COMMENTS | Provide comments for P020 and P025. Yami Vending, Inc. manages beverage and snack vending machines at various locations on the DuPage County Campus for the period April 5, 2023 through March 31, 2024, per bid #20-012-CARE. Second and final of 2 one-year optional renewals. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. April 4, 2023 Human Services |
| 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