



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#: 26-1302	RFP, BID, QUOTE OR RENEWAL #: 26-024-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$48,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 05/05/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$123,000.00
	CURRENT TERM TOTAL COST: \$48,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Silk Screen Express, Inc.	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Brian Rovik
VENDOR CONTACT: Dawn Coleman	VENDOR CONTACT PHONE: 708-845-5600	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: brian.rovik2@dupagecounty.gov
VENDOR CONTACT EMAIL: dcoleman@silkscreenx.com	VENDOR WEBSITE:	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.). Recommendation for the approval of a contract to Silk Screen Express, Inc., to provide and deliver employee uniforms, as needed, for Facilities Management, for the period May 12, 2026 through May 11, 2027, for a total contract amount not to exceed \$48,000.00 per lowest responsible bid #26-024-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Employee uniforms are needed to identify County employees, who work in and around the County facilities, to provide appropriate work clothing for maintenance work, where employees are subjected to grease and chemicals and to provide clothing for the housekeeping staff while cleaning and being exposed to contaminants. Per NFPA70E & OSHA ARC Flash, electricians are required to wear flame retardant clothing when working on energized electrical components 50 volts or greater.			

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

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: Silk Screen Express, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Dawn Coleman	Email: dcoleman@silkscreenx.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 7611 W. 185th St.	City: Tinley Park	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60477	State: IL	Zip: 60187
Phone: 708-845-5600	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Silk Screen Express, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Dawn Coleman	Email: dcoleman@silkscreenx.com	Attn: Brian Rovik	Email: brian.rovik2@dupagecounty.gov
Address: 7611 W. 185th St.	City: Tinley Park	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60477	State: IL	Zip: 60187
Phone: 708-845-5600	Fax:	Phone: 630-407-5705	Fax: 630-407-5701
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 12, 2026	Contract End Date (PO25): May 11, 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	LO		Employee Uniforms	FY26	1000	1100	52220		47,000.00	47,000.00
2	1	LO		Employee Uniforms	FY27	1000	1100	52220		1,000.00	1,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 48,000.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Provide and deliver employee uniforms, as needed, for Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Brian Rovik, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 5/5/26; County Board: 5/12/26
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.