



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#: 23-1607	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST:
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 05/02/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$60,000.00
	CURRENT TERM TOTAL COST: \$60,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: W.W. Grainger, Inc.	VENDOR #: 10157	DEPT: Public Works	DEPT CONTACT NAME: Sandra Martinez
VENDOR CONTACT: Andrew Peterson	VENDOR CONTACT PHONE: 224-354-8244	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: Sandra.Martinez@dupageco.org
VENDOR CONTACT EMAIL: Andrew.Peterson@grainger.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.). Contract with W.W. Grainger, Inc. to furnish and deliver miscellaneous maintenance, repair and operations parts and supplies as needed for various DuPage County Public Works locations for the period of May 9, 2023 through December 31, 2024 in the amount not to exceed \$60,000 per the Intergovernmental Cooperation Act OMNIA Partners #192163.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Miscellaneous maintenance, repair and operations parts and supplies are necessary for the performance of routine, and as needed maintenance work throughout Public Works locations.			

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. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. W.W. Grainger, Inc. holds the Omnia Partners Contract #192163 which allows the County to purchase miscellaneous maintenance, repair and operations parts & supplies at significantly discounted prices. W.W. Grainger, Inc. offers no-minimum order requirements, free same day shipping, with access to more than one million items and 4,000 suppliers.
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). 1) Staff recommends a contract to purchase items with W.W. Grainger through OMNIA Partners. Having the option to purchase items through a cooperative purchasing agreement gives the flexibility to obtain specific materials from previously vetted vendors which reduces lead and down times on critical projects. 2). Send out items out to quote or bid. This option is not recommended due to the large quantity of small value items that would need to be quoted or bid.

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: W.W. Grainger, Inc.	Vendor#: 10157	Dept: DuPage County Public Works	Division: Public Works
Attn: Andrew Peterson	Email: Andrew.Peterson@grainger.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 100 Grainger Parkway	City: Lake Forest	Address: 7900 S. Route 53	City: Woodridge
State: Illinois	Zip: 60045-5201	State: Illinois	Zip: 60517
Phone: 224-354-8244	Fax:	Phone: 630-985-7400	Fax: 630-985-4802
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Grainger	Vendor#: 10157	Dept: SAME AS ABOVE	Division:
Attn:	Email:	Attn:	Email:
Address: Dept. 817928567	City: Palatine	Address:	City:
State: Illinois	Zip: 60038-0001	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 9, 2023	Contract End Date (PO25): Dec 31, 2024
Contract Administrator (PO25): Sandra Martinez/Amy Arlowe			

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		Contract with W.W. Grainger, Inc. to furnish & deliver miscellaneous maintenance, repair and operations parts & supplies in an amount not to exceed \$60,000 per the Intergovernmental Cooperation Act OMNIA Partners #192163.	FY23	2000	2555	52000		8,000.00	8,000.00
2	1	EA			FY23	2000	2555	52200		5,500.00	5,500.00
3	1	EA			FY23	2000	2555	52250		1,500.00	1,500.00
4	1	EA			FY23	2000	2640	52000		3,000.00	3,000.00
5	1	EA			FY23	2000	2640	52200		1,000.00	1,000.00
6	1	EA			FY23	2000	2640	52250		1,000.00	1,000.00
7	1	EA			FY23	2000	2665	52000		1,500.00	1,500.00
8	1	EA			FY23	2000	2665	52200		2,000.00	2,000.00
9	1	EA			FY23	2000	2665	52250		500.00	500.00
10	1	EA			FY24	2000	2555	52000		5,000.00	5,000.00
11	1	EA			FY24	2000	2555	52200		8,000.00	8,000.00
12	1	EA			FY24	2000	2555	52250		7,500.00	7,500.00
13	1	EA			FY24	2000	2640	52000		3,000.00	3,000.00
14	1	EA			FY24	2000	2640	52200		1,000.00	1,000.00
15	1	EA			FY24	2000	2640	52250		1,000.00	1,000.00
16	1	EA			FY24	2000	2665	52000		2,500.00	2,500.00
17	1	EA			FY24	2000	2665	52200		6,000.00	6,000.00
18	1	EA			FY24	2000	2665	52250		2,000.00	2,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 60,000.00

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.

The following documents have been attached: ☐ W-9 ☐ Vendor Ethics Disclosure Statement