Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 24-1720	RFP, BID, QUOTE OR RENEWAL #: 21-036-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: $75,000.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 06/18/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $296,645.00
	CURRENT TERM TOTAL COST: $75,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
Vendor Information		*Department Information*	
VENDOR: The Standard Companies	VENDOR #: 37837	DEPT: DuPage Care Center	DEPT CONTACT NAME: Vinit Patel
VENDOR CONTACT: Lee Ann White	VENDOR CONTACT PHONE: 312-225-2777	DEPT CONTACT PHONE #: 630-784-4273	DEPT CONTACT EMAIL: vinit.patel@dupagecounty.gov
VENDOR CONTACT EMAIL: lwhite@thestandardcompanies.com	VENDOR WEBSITE:	DEPT REQ #: 7456	

Overview

DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.).
Trash can liners for the DuPage Care Center, for the period July 14, 2024 through July 13, 2025, for a contract total amount not to exceed $75,000.00, under bid renewal #21-036-FM, second and final optional renewal.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The DuPage Care Center uses trash can liners for trash cans throughout the Center. With liners, the trash is contained and odor associated with trash would be eliminated.

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED RENEWAL	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.

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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: The Standard Companies	Vendor#: 37837	Dept: DuPage Care Center	Division: Housekeeping
Attn: Lee Ann White	Email: lwhite@thesandardcompanies.com	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: 2601 S. Archer	City: Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60608	State: IL	Zip: 60187
Phone: 312-225-2777	Fax:	Phone: 630-784-4273	Fax:
Send Payments To:		*Ship to:*	
Vendor: The Standard Companies	Vendor#: 37837	Dept: DuPage Care Center	Division: Housekeeping
Attn: A/R	Email: thestandardco@cs.com	Attn: Vinit Patel	Email: vinit.patel@dupagecounty.gov
Address: 2601 S. Archer	City: Chicago	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60608	State: IL	Zip: 60187
Phone: 312-225-2777	Fax:	Phone: 630-784-4273	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): July 14, 2024	Contract End Date (PO25): July 13, 2025

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		Trash can liners	FY24	1200	2035	52280		31,470.50	31,470.50
2	1	EA		Trash can liners	FY25	1200	2035	52280		43,529.50	43,529.50
FY is required, ensure the correct FY is selected.										Requisition Total	$ 75,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Trash can liners for the DuPage Care Center, for the period July 14, 2024 through July 13, 2025, for a contract total amount not to exceed $75,000.00, under bid renewal #21-036-FM, second and final optional renewal.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. June 18, 2024 Human Services June 25, 2024 County Board
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.