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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 24-723	RFP, BID, QUOTE OR RENEWAL #: 24-067-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $260,090.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 06/18/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $260,090.00
	CURRENT TERM TOTAL COST: $260,090.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: Equipment International Ltd.	VENDOR #: 41373	DEPT: Facilities Management	DEPT CONTACT NAME: Nick Jensen
VENDOR CONTACT: Janine Witko	VENDOR CONTACT PHONE: 847-679-2211	DEPT CONTACT PHONE #: 630-784-4435	DEPT CONTACT EMAIL: nicholas.jensen@dupagecounty.gov
VENDOR CONTACT EMAIL: sales@equipment-international.com	VENDOR WEBSITE:	DEPT REQ #: 7455	

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.).
Aseptic barrier washer extractors, for the DuPage Care Center, for the period 06/26/24 through 11/30/24, in the amount of $260,090.00, per bid #24-067-FM. (partially grant funded - $200,000.00 to be reimbursed, per grant SD230048).

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Replacement aseptic barrier washers that are specifically for the cleaning and hygiene needs of the healthcare, aseptic washing machines are equipped with two opposing doors/portholes that allow dirty linen to be loaded on one side and unloaded and sanitized linen to be unloaded on the other, preventing contamination.

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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Equipment International Ltd.	Vendor#: 41373	Dept: DuPage Care Center	Division: Facilities Management
Attn: Janine Witko	Email: sales@equipment-international.com	Attn: Nick Jenson	Email: nicholas.jensen@dupagecounty.gov
Address: 8778 Ferris Avenue	City: Morton Grove	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60053	State: IL	Zip: 60187
Phone: 847-679-2211	Fax: 847-679-2219	Phone: 630-784-4435	Fax:
Send Payments To:		*Ship to:*	
Vendor: Equipment International Ltd.	Vendor#: 41373	Dept: DuPage Care Center	Division: Facilities Management
Attn: Janine Witko	Email: invoife@equipment-international.com	Attn: Nick Jenson	Email: nicholas.jensen@dupagecounty.gov
Address: 8778 Ferris Avenue	City: Morton Grove	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60053	State: IL	Zip: 60187
Phone: 847-679-2211	Fax: 847-679-2219	Phone: 630-784-4435	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): June 26, 2024	Contract End Date (PO25): November 30, 2024

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	2	EA	MWB90Z	Aseptic Barrier Washer-Extractors	FY24	1200	2040	54110		130,045.00	260,090.00

FY is required, ensure the correct FY is selected.

Requisition Total $ 260,090.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Aseptic barrier washer extractors, for the DuPage Care Center, for the period 06/26/24 through 11/30/24, in the amount of $260,090.00, per bid #24-067-FM. (partially grant funded - $200,000.00 to be reimbursed, per grant SD230048).
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. June 18, 2024 Human Services Committee June 25, 2024 County Board Meeting
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.