



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 26-0776	RFP, BID, QUOTE OR RENEWAL #: 26D14.5000.4510.DBR2024	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$149,505.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 03/24/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$149,505.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Promega	VENDOR #:	DEPT: Sheriff's Office, Crime Lab	DEPT CONTACT NAME: MaryMargaret Greer-Ritzheimer
VENDOR CONTACT: Kimberly Huston	VENDOR CONTACT PHONE: 800-356-9526	DEPT CONTACT PHONE #: 630-407-2151	DEPT CONTACT EMAIL: mmgreer.ritzheimer@dupagesheriff.org
VENDOR CONTACT EMAIL: orders@promega.com	VENDOR WEBSITE: www.promega.com	DEPT REQ #:	
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.). Purchase of a new genetic analyzer with 8-dye capability and one additional year service maintenance contract. Current genetic analyzer was purchased in 2012 and will be discontinued by the company per notification in November 2025.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The genetic analyzer produces DNA profiles by using capillary electrophoresis which is the most integral part of the DNA process. The current analyzer needs replacement since the company has discontinued production and required service/parts for the instrument will not longer be available in the future.			

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.
SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)

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. SOLE PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE
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. Promega is the owner and sole source provider of the Spectrum CE System. This analyzer is compatible with the 6 dye chemistry the laboratory currently uses and additionally it is approved for forensic use with an 8-dye system such as PowerPlex 35GY.
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. Yes, Promega is the sole manufacturer of the Spectrum CE System genetic analyzer and therefore the only company that can offer the instrument and provide a service contract
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. N/A

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		Send Invoices To:	
Vendor: Promega Corporation	Vendor#:	Dept: Sheriff's Office	Division: Budget Support
Attn: Kim Huston	Email: kimberly.huston@promega.com	Attn: Colleen Zbiliski	Email: colleen.zbiliski@dupagesheriff.org
Address: 2800 Woods Hollow Road	City: Madison	Address: 501 N. County Farm Road	City: Wheaton
State: Wisconsin	Zip: 53711-5399	State: Illinois	Zip: 60187
Phone: 608-274-4330	Fax: 608-277-2516	Phone: 630-407-2122	Fax:
Send Payments To:		Ship to:	
Vendor: Promega Corporation	Vendor#:	Dept: Sheriff's Office	Division: Crime lab
Attn: Kim Huston	Email: kimberly.huston@promega.com	Attn: MaryMargaret Greer-Ritzheimer	Email: mmgreer.ritzheimer@dupagesheriff.org
Address: 2800 Woods Hollow Road	City: Madison	Address: 501 N. County Farm Road	City: Wheaton
State: Wisconsin	Zip: 53711-5399	State: Illinois	Zip: 60187
Phone: 608-274-4330	Fax: 608-277-2516	Phone: 630-407-2151	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 24, 2026	Contract End Date (PO25): Mar 23, 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	EA	CE1008	Spectrum CE System/shipping	FY26	5000	4510	54110	DBR2024	138,500.00	138,500.00
2	1	EA	SA1481	1 year extended service contract	FY26	5000	4510	53370	DBR2024	11,005.00	11,005.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 149,505.00

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.