



Procurement Review Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Date: Jan 4, 2017

MinuteTraq (IQM2) ID #: 9000

Vendor: Advacare Systems	Vendor #: 11694	Contract Term: 01/26/17 - 01/25/18	Contract Total: \$80,000.00
Dept: Convalescent Center	Contact: Clementine Nelson	Phone: 630-784-4251	Assigned Committee: Health and Human Services
Description of Procurement/ Scope of Work/ Background	Rental of low air loss and bariatric mattresses/beds and low air loss wheelchair cushions for the Convalescent Center for the period January 26, 2017 through January 25, 2018, for a contract total amount not to exceed \$80,000.00, per lowest responsible bid #17-004-GV. (category 1 and 2)		
Reason for Procurement	This rental equipment are devices that are prescribed treatments for residents for residents to maintain a good quality of care.		
FUNDING SOURCE			

- Procurement budgeted for (FY and budget code(s)): 1200-2050-53410
- Funds identified in budget line(s): _____

DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE #, BID # or RFP # 17-004-GV (attach applicable Tabulation)
(QUOTE Less Than \$25,000; BID Equal To or Greater Than \$25,000)
- EXEMPT FROM BIDDING PER ILLINOIS COMPLIED STATUTES
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

BASIS OF DECISION MEMO (attach Decision Memo)

- EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____ (include Evaluation Summary if applicable)
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # _____

PREPARED BY AND APPROVAL(S) (Initials Only)

cdk	Jan 4, 2017	Signature on File	1/4/17		
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required	Date

REVIEWED BY (Initials Only)

bx	1/5/17		
Buyer	Date	Procurement Officer	Date
SPR	1-10-17		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date