



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-0708	RFP, BID, QUOTE OR RENEWAL #: 21-012-FM	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$121,500.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/21/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$243,000.00
	CURRENT TERM TOTAL COST: \$121,500.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Thompson Electronics Company	VENDOR #: 37436	DEPT: Facilities Management	DEPT CONTACT NAME: Mark Thomas / Nick Jensen
VENDOR CONTACT: Martina Sidles	VENDOR CONTACT PHONE: 800-323-3300	DEPT CONTACT PHONE #: 630-407-5700	DEPT CONTACT EMAIL: mark.thomas@dupagco.org nicholas.jensen@dupagco.org
VENDOR CONTACT EMAIL: mls@thompsonet.com	VENDOR WEBSITE:	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.). Recommendation for the approval of a contract to Thompson Electronics Company, for preventive maintenance, testing and repair of the Edwards Systems Technology Fire Panels for the County campus, for Facilities Management, for the two-year period April 14, 2023 through April 13, 2025, for a total contract amount not to exceed \$121,500, per renewal option under bid award #21-012-FM, first and final option to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The City of Wheaton Ordinance fire prevention code and BOCA 1990 NFPA requires quarterly and semi-annual life safety testing and inspection of the County facilities' fire alarm systems.			

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.
RENEWAL	
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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Thompson Electronics Company	Vendor#: 37436	Dept: Facilities Management	Division:
Attn: Martina Sidles	Email: mls@thompsonet.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 905 South Bosch Road	City: Peoria	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 61607	State: IL	Zip: 60187
Phone: 309-633-1501	Fax: 309-697-3337	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Thompson Electronics Company	Vendor#: 37436	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 905 South Bosch Road	City: Peoria	Address: various locations	City: Wheaton
State: IL	Zip: 61607	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 14, 2023	Contract End Date (PO25): Apr 13, 2025
Contract Administrator (PO25): Mary Ventrella			

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	LO		FM - PM & Repairs	FY23	1000	1100	53300		30,000.00	30,000.00
2	1	LO		DOT - PM & Repairs	FY23	1500	3520	53300		560.00	560.00
3	1	LO		FM - PM & Repairs	FY24	1000	1100	53300		50,000.00	50,000.00
4	1	LO		DOT - PM & Repairs	FY24	1500	3520	53300		560.00	560.00
5	1	LO		FM - PM & Repairs	FY25	1000	1100	53300		39,820.00	39,820.00
6	1	LO		DOT - PM & Repairs	FY25	1500	3520	53300		560.00	560.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 121,500.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Preventive maintenance, testing and repair of the Edwards Systems Technology Fire Panels for the County Campus.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Kathy (Black) Curcio, and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 03/21/23 County Board: 03/28/23
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