



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1088	RFP, BID, QUOTE OR RENEWAL #: 23-019-FM	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$58,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/14/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$58,000.00
	CURRENT TERM TOTAL COST: \$58,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Commercial Mechanical, Inc.	VENDOR #: 13285	DEPT: Facilities Management	DEPT CONTACT NAME: Gavin Carroll
VENDOR CONTACT: Luke Murphy	VENDOR CONTACT PHONE: 309-243-7768	DEPT CONTACT PHONE #: 630-407-2687	DEPT CONTACT EMAIL: gavin.carroll@dupageco.org
VENDOR CONTACT EMAIL: luke@cmipiping.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 Commercial Mechanical, Inc. to provide repairs and maintenance for the tunnel pipe supports for the County Campus, for Facilities Management, for the period March 14, 2023, through November 30, 2023, for a total contract amount not to exceed \$58,000, per lowest responsible bid 23-019-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Campus utility tunnels house the pipes that provide heating and cooling to the campus buildings. Many of the pipe supports have failed and many more need to be repaired. Unsupported sections of pipes can potentially fail which would leave the campus without heat, domestic hot water and potentially chilled water for campus air conditioning.			

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

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: Commercial Mechanical, Inc.	Vendor#: 13285	Dept: Facilities Management	Division:
Attn: Luke Murphy	Email: luke@cmipiping.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 50 North First Street	City: Dunlap	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 61525	State: IL	Zip: 60187
Phone: 309-243-7768	Fax: 309-243-9842	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Commercial Mechanical, Inc.	Vendor#: 13285	Dept: Facilities Management	Division:
Attn: Diane Powers	Email:	Attn: Gavin Carroll	Email: gavin.carroll@dupageco.org
Address: 50 North First Street	City: Dunlap	Address: 410 North County Farm Rd.	City: Wheaton
State: IL	Zip: 61525	State: IL	Zip: 60187
Phone: 309-243-7768	Fax: 309-243-9842	Phone: 630-407-2687	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 14, 2023	Contract End Date (PO25): Nov 30, 2023
Contract Administrator (PO25): Cathie Figlewski			

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		Tunnel Pipe Support Repairs	FY23	6000	1220	54010	2302303-5 4010	58,000.00	58,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 58,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide repair and maintenance to tunnel pipe supports on campus.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Katie Boffa & Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Straight to County Board 3/14/23 Project 23-02303
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