



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1070	RFP, BID, QUOTE OR RENEWAL #: 23-039-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$46,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/21/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$46,000.00
	CURRENT TERM TOTAL COST: \$46,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Dynamic Industrial Services Inc.	VENDOR #: 33093	DEPT: Facilities Management	DEPT CONTACT NAME: Jeffrey Sandt
VENDOR CONTACT: DeDe Bairaktaris	VENDOR CONTACT PHONE: 708-665-4415	DEPT CONTACT PHONE #: 630-878-0978	DEPT CONTACT EMAIL: jeffrey.sandt@dupageco.org
VENDOR CONTACT EMAIL: info@dynamicind.net	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 Dynamic Industrial Services Inc., to provide fuel tank rehab painting at the Power Plant, for Facilities Management, for the period March 29, 2023, through November 30, 2023, for a total contract amount not to exceed \$46,000.00, per lowest responsible bid 23-039-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Due to the outer metal that is exposed to the elements and rusting, the original factory paint is very thin and breaking down. In order to keep the tank and base in good operating condition we need to have the surfaces prepped and properly painted / sealed to prevent weather damage, and ensure the tank and base will remain safe for use.			

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: Dynamic Industrial Services Inc.	Vendor#: 33093	Dept: Facilities Management	Division:
Attn: DeDe Bairaktaris	Email: info@dynamicind.net	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 3546 Ridge Rd Suite 2C	City: Lansing	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60438	State: IL	Zip: 60187
Phone: 708-665-4415	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Dynamic Industrial Services Inc.	Vendor#: 33093	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Jeffrey Sandt	Email: jeffrey.sandt@dupageco.org
Address: 3546 Ridge Rd Suite 2C	City: Lansing	Address: 410 N. County Farm Road	City: Wheaton
State: IL	Zip: 60438	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-878-0978	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 29, 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		Fuel Tank Rehab Painting	FY23	6000	1220	54010	2204603- 54010	46,000.00	46,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 46,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide fuel tank rehab painting at the Power Plant, for Facilities Management
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send invoice to Vendor, Mary Ventrella, Cathie Figlewski, 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 Job #22-04603
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