



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

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$199,125.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/03/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$199,125.00
	CURRENT TERM TOTAL COST: \$199,125.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Kluber, Inc.	VENDOR #: 39557	DEPT: Facilities Management	DEPT CONTACT NAME: Tim Harbaugh
VENDOR CONTACT: Rachel Whelan	VENDOR CONTACT PHONE: 630-389-7043	DEPT CONTACT PHONE #: X5700	DEPT CONTACT EMAIL: tim.harbaugh@dupageco.org
VENDOR CONTACT EMAIL: rwhelan@kluberinc.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
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 Kluber, Inc., to provide Professional Architectural and Engineering Design Services, for the #2 boiler burner replacement at the Power Plant, add a new heat exchanger at the JOF building, replace the utility tunnel exhaust fans for the Power Plant, replace (4) four air supply units at the Power Plant, and construction administration for the JTK HVAC replacement project for Facilities Management, for the period October 10, 2023 through November 30, 2025, for a total contract amount not to exceed \$199,125, Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/ .01 et. seq. - PARTIAL ARPA			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Architectural and engineering services are frequently required but not limited to, facilitate mechanical and structural review, code review during the design process, cost estimating for project feasibility and alternatives, specifications for repairs or upgrades, architectural investigations, recommendations and specifications for maintenance projects, small projects requiring architecture or engineer stamped drawings for permit, and grant projects requiring a timely submittal.			

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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
PROFESSIONAL SERVICES EXCLUDED PER DUPAGE ORDINANCE (SECTION 2-353) AND 50 ILCS 510/2 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)	

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. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. A request for Statement of Interest for Architectural, Mechanical, Civil and Structural Services was issued, five firms responded. Staff has reviewed the qualifications of these firms and narrowed the selection to three firms to perform this consulting on behalf of the County and has determined that Kluber, Inc. possesses the qualified architectural and engineering staff to provide professional architectural and engineering consulting services on behalf of the County.
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). 1) Staff recommends approval of a professional services contract with Kluber, Inc. to provide architectural and engineering services as needed for Facilities Management, for a not to exceed contract in the amount of \$199,125.00. 2) Select another firm to provide these consulting services. However, staff does not recommend this, and has determined that Kluber, Inc. possesses the qualified architectural and engineering staff to provide professional architectural and engineering consulting services on behalf of the County.

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: Kluber, Inc.	Vendor#: 39557	Dept: Facilities Management	Division:
Attn: Rachel Whelan	Email: rwhelan@kluberinc.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 41 West Benton Street	City: Aurora	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60506	State: IL	Zip: 60187
Phone: 630-389-7043	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Kluber, Inc.	Vendor#: 39557	Dept: Facilities Management	Division: Care Center
Attn: Rachel Whelan	Email: rwhelan@kluberinc.com	Attn: Gavin Carroll	Email: gavin.carroll@dupageco.org
Address: 41 West Benton Street	City: Aurora	Address: Various	City: Wheaton
State: IL	Zip: 60506	State: IL	Zip: 60187
Phone: 630-389-7043	Fax:	Phone: 630-918-4933	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 10, 2023	Contract End Date (PO25): Nov 30, 2025
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		Architectural Engineering and Design	FY23	6000	1220	54010	2305147	10,000.00	10,000.00
2	1	LO		Architectural Engineering and Design	FY24	6000	1220	54010	2305147	19,250.00	19,250.00
3	1	LO		Architectural Engineering and Design	FY23	6000	1220	54010	2303903	10,000.00	10,000.00
4	1	LO		Architectural Engineering and Design	FY24	6000	1220	54010	2303903	14,875.00	14,875.00
5	1	LO		Architectural Engineering and Design	FY23	6000	1220	54010	2303803	10,000.00	10,000.00
6	1	LO		Architectural Engineering and Design	FY24	6000	1220	54010	2303803	48,900.00	48,900.00
7	1	LO		Architectural Engineering and Design	FY23	6000	1220	54010	2303303	10,000.00	10,000.00
8	1	LO		Architectural Engineering and Design	FY24	6000	1220	54010	2303303	42,750.00	42,750.00
9	1	LO		Construction Administration - ARPA	FY24	1100	1215	54010	2200801	28,350.00	28,350.00
10	1	LO		Construction Administration-ARPA	FY25	1100	1215	54010	2200801	5,000.00	5,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 199,125.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Professional Architectural and Engineering Services
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 and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 10/3/23 CB: 10/10/23
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