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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1417	RFP, BID, QUOTE OR RENEWAL #: 23-054-FM	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: $36,905.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/18/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: $36,905.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: F.E. Moran Inc. Mechanical Services	VENDOR #: 33103	DEPT: Facilities Management	DEPT CONTACT NAME: Cathie Figlewski
VENDOR CONTACT: Tom Rogers	VENDOR CONTACT PHONE: 224-545-1774	DEPT CONTACT PHONE #: x5665	DEPT CONTACT EMAIL: catherine.figlewski2@dupageco.org
VENDOR CONTACT EMAIL: tom.rogers@femoran.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 F.E. Moran Inc. Mechanical Services to upgrade and replace components of the existing Judicial Office Facility Annex East fan building automation HVAC controls system, for Facilities Management, for the period April 25, 2023, through November 30, 2023, for a total contract amount not to exceed $36,905, per lowest responsible bid 23-054-FM. ARPA ITEM

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The JOF Annex control system is obsolete and can no longer communicate with the Building Automation System. Without communication it is difficult to control the ventilation and temperature in the building.

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: F.E. Moran Inc. Mechanical Services	Vendor#: 33103	Dept: Facilities Management	Division:
Attn: Tom Rogers	Email: tom.rogers@femoran.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 2265 Carlson Drive	City: Northbrook	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60062	State: IL	Zip: 60187
Phone: 224-545-1774	Fax: 847-291-9115	Phone: 630-407-5700	Fax: 630-407-5701
Send Payments To:		*Ship to:*	
Vendor: F.E. Moran Inc. Mechanical Services	Vendor#: 33103	Dept: Facilities Management	Division:
Attn: Tom Rogers	Email: tom.rogers@femoran.com	Attn: Gavin Carroll	Email: gavin.carroll@dupageco.org
Address: 2265 Carlson Drive	City: Northbrook	Address: 410 N. County Farm Road	City: Wheaton
State: IL	Zip: 60062	State: IL	Zip: 60187
Phone: 224-545-1774	Fax: 847-291-9115	Phone: 630-407-2687	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 25, 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		Building Improvements	FY23	1100	1215	54010	2200703-54010	36,905.00	36,905.00
FY is required, assure the correct FY is selected.										Requisition Total	$ 36,905.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. JOF Annex HVAC Controls Upgrade - ARPA
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez, and Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW 4/18/23 CB 4/25/23 ARPA item, Project #22-00700
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