



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#: 25-1007	RFP, BID, QUOTE OR RENEWAL #: 3-quotes	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$13,310.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 05/06/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$21,760.00
	CURRENT TERM TOTAL COST: \$8,450.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Mechanical, Inc. d/b/a Helm Mechanical / Helm Services	VENDOR #: 39151	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Kirk Jurinek	VENDOR CONTACT PHONE: 708-989-6017	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: kjurinek@helogroup.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 Mechanical, Inc. d/b/a Helm Mechanical / Helm Services, to provide labor and material to install four (4) Barco joints in the hot water piping at the DuPage Care Center, for Facilities Management, for the period January 7, 2025 through November 30, 2025, for a contract total amount not to exceed \$8,450.00, per lowest quote. (3-quotes received)

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The heat exchangers in the Care center East mechanical room have experienced stress cracks in welded joints.
Cracked welds on the High Temperature Hot water system pose a significant risk.
Complete failure of a weld joint would be catastrophic, aside from the heating system being out of service it also poses a risk of injury or death.
Installation of Barco joints relieves the stress in the piping system by allowing for expansion and contraction of the pipes.

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

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: Mechanical, Inc. d/b/a Helm Mechanical / Helm Services	Vendor#: 39151	Dept: Facilities Management	Division:
Attn: Kirk Jurinek	Email: kjurinek@helmgroupp.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 900 Oakmont Lane, Suite 200	City: Westmont	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60559	State: IL	Zip: 60187
Phone: 630-891-3400	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Mechanical, Inc. d/b/a Helm Mechanical / Helm Services	Vendor#: 39151	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Gavin Carroll	Email: gavin.carroll@dupagecounty.gov
Address: PO Box 690	City: Freeport	Address: 410 N. County Farm Road	City: Wheaton
State: IL	Zip: 60132	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 7, 2025	Contract End Date (PO25): Nov 30, 2025

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		Labor and Material	FY25	1000	1100	53300		8,450.00	8,450.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 8,450.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide labor and material to install four (4) Barco joints in the hot water piping at the DuPage Care Center, for Facilities Management
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, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Work Committee: 05/06/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.