



# Procurement Review Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions  
Attach Required Vendor Ethics Disclosure Statement

Date: Sep 27, 2023

MinuteTraq (IQM2) ID #: \_\_\_\_\_

<b>Vendor:</b> GenServe LLC	<b>Vendor #:</b> 10193	<b>Contract Term:</b> 11/1/23-10/31/25	<b>Contract Total:</b> \$149,115.00
<b>Dept:</b> ETSB	<b>Contact:</b> Eve Kraus	<b>Phone:</b> 630-550-7743	<b>Assigned Committee:</b> ETSB

**Description of Procurement/ Scope of Work/ Background** Recommendation for the approval of a contract to GenServe LLC, for semi-annual inspection, preventative maintenance, and emergency call out service for campus backup emergency generators, for the two-year period of November 1, 2023 through October 31, 2025, for a contract total amount not to exceed \$149,115.00 per bid award #23-099-FM. (ETSB amount: \$15,000.00)

**Reason for Procurement** Contract to provide semi-annual inspections, routine preventative maintenance, and emergency call-out services is necessary to keep the campus seventeen (20) backup emergency generators, three (3) of which are covered by ETSB, in reliable working condition in the event of a power outage.

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): FY23-25 4000-5820-53300
- Budget Transfer (Date) \_\_\_\_\_ Add'l Information \_\_\_\_\_

### DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # 23-099-FM (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)
- RENEWAL, Enter Bid # \_\_\_\_\_  Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00  Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:  
\_\_\_\_\_

### DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # \_\_\_\_\_ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # \_\_\_\_\_
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # \_\_\_\_\_

### PREPARED BY AND APPROVAL(S) (Initials Only)

ek	Sep 27, 2023	LMZ	Sep 27, 2023	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required

### REVIEWED BY (Initials Only)

Buyer	Date	Procurement Officer	Date
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date