



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#: 24-3039	RFP, BID, QUOTE OR RENEWAL #: 24-109-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$16,272.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 12/03/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$16,272.00
	CURRENT TERM TOTAL COST: \$16,272.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: QP Testing LLC	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Julio Lemus	VENDOR CONTACT PHONE: 815-277-6644	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: julio.lemus@quadplus.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 contact to QP Testing LLC, to provide testing and certification of twelve (12) SEL Relay Switchgears at the Standby Power Facility, for Facilities Management, for the period December 4, 2024 through November 30, 2025, for a total contract amount not to exceed \$16,272, per lowest responsible bid #24-109-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This testing/certification is required to comply with National Electric Code. Testing is a form of preventative maintenance to avoid costly power outages and potential hazards and ensure the safety of electrical personnel.			

**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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: QP Testing LLC	Vendor#:	Dept: Facilities Management	Division:
Attn: Julio Lemus	Email: julio.lemus@quadplus.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 15941 S. Harlem Avenue	City: Tinley Park	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60477	State: IL	Zip: 60187
Phone: 815-277-6644	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: QP Testing LLC	Vendor#:	Dept: Facilities Management	Division:
Attn: Samantha Ball	Email: sball@quadplus.com	Attn: Rob Quigley	Email: Robert.Quigley@dupagecounty.gov
Address: PO Box 186	City: New Lenox	Address: 416 N. County Farm Road	City: Wheaton
State: IL	Zip: 60451	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-514-3732	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 4, 2024	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		OTHER PROFESSIONAL SERVICES	FY25	1000	1100	53090		16,272.00	16,272.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 16,272.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Provide testing and certification of twelve (12) SEL Relay Switchgears at the Standby Power Facility, 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 Works Committee: 12/03/24
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.