



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: \$25,744.19
COMMITTEE: ETSB	TARGET COMMITTEE DATE: 11/13/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$25,744.19
	CURRENT TERM TOTAL COST: \$25,744.19	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Key Tower LLC	VENDOR #: 44929	DEPT: DuPage ETSB	DEPT CONTACT NAME: Eve Kraus
VENDOR CONTACT: William Steele	VENDOR CONTACT PHONE: 309-798-8110	DEPT CONTACT PHONE #: 630-550-7743	DEPT CONTACT EMAIL: etsb911@dupagecounty.gov
VENDOR CONTACT EMAIL: william.steele@keytowerllc.com	VENDOR WEBSITE:	DEPT REQ #: 924029	
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.). This Emergency Procurement is needed to repair and replace systems within the Hidden Lake tower for functionality. The lighting system is crucial to aircraft safety and required by the FCC under penalty for non-compliance. Total amount to replace the faulty system is \$25,744.19.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Hidden Lake tower had a controller in the shelter with a faulty capacitor and the obstruction lighting failed. Further, the system is aging (estimated 1992) and outdated making replacement parts difficult to source, if at all.			

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.

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source. See Emergency Procurement Decision Memo
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: Key Tower LLC	Vendor#: 44929	Dept: DuPage ETSB	Division:
Attn: William Steele	Email: william.steele@keytowerllc.com	Attn: 9-1-1 Coordinator	Email: etsb911@dupagecounty.gov
Address: 1802 W. Berteau Avenue, #203	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60613	State: IL	Zip: 60187
Phone: 309-798-8110	Fax:	Phone: 630-550-7743	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Key Tower LLC	Vendor#: 44929	Dept: DuPage ETSB	Division:
Attn:	Email:	Attn: 9-1-1 Coordinator	Email: etsb911@dupagecounty.gov
Address: 1802 W. Berteau Avenue, #203	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60613	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 15, 2024	Contract End Date (PO25):

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	EA		Hidden Lake Tower Emergency Repair	FY24	4000	5820	53310		14,606.25	14,606.25
2	1	EA		Materials	FY24	4000	5820	53310		11,137.94	11,137.94
										Requisition Total	\$ 25,744.19

FY is required, ensure the correct FY is selected.

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please provide the PO to ETSB to send to the vendor.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. LMZ 10/16/24