



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#: 24-0654	RFP, BID, QUOTE OR RENEWAL #: 24-008-PW	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$15,800.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/20/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$15,800.00
	CURRENT TERM TOTAL COST: \$15,800.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Hayes Commercial, LLC.	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Chris Ludwig
VENDOR CONTACT: Zac Gusatafson	VENDOR CONTACT PHONE: 773-292-2371	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: chris.ludwig@dupagecounty.gov
VENDOR CONTACT EMAIL: Zgustafson@hayesmechanical.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.). Hayes Commercial was the low bid winner to furnish a 30 inch fabricated RAS Pipe with 150lb flanges and two branches in the amount of \$15,800.00 for the Woodridge Greene Valley Waste Water Treatment Plant.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The RAS Pipe will be a replacement of a section of pipe due to the current pipe leaking. The contractor will fabricate and deliver the pipe to decrease overall maintenance on the pipe and improve longevity of the RAS pumps. All additional required work will be completed by DuPage County Employees.			

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Hayes Commercial, LLC	Vendor#:	Dept: Public Works	Division: Public Works
Attn: Zac Gustafson	Email: zgustafson@hayesmechanical.com	Attn: Accounts Payable	Email: PWaccountspayable@dupagecount y.gov
Address: 5959 S Harlem Ave	City: Chicago	Address: 7900 S. Rt 53	City: Woodridge
State: IL	Zip: 60638	State: IL	Zip: 60517
Phone: 773-784-0000	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Hayes Commercial, LLC	Vendor#:	Dept: Same as above	Division: Same as above
Attn: Theresa Riordan	Email: triordan@hayesmechanical.com	Attn:	Email:
Address: 5959 S Harlem Ave	City: Chicago	Address:	City:
State: IL	Zip: 60638	State:	Zip:
Phone: 773-292-2717	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 20, 2024	Contract End Date (PO25): Aug 20, 2024
Contract Administrator (PO25): Drew Cormican			

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		Fabricated 30-inch RAS Pipe	FY24	2000	2665	52250		15,800.00	15,800.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 15,800.00

<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.
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.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement