



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 #: 23-125-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$5,314,150.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 12/05/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$5,314,150.00
	CURRENT TERM TOTAL COST: \$5,314,150.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Amber Mechanical Contractors, Inc.	VENDOR #: 12405	DEPT: Facilities Management	DEPT CONTACT NAME: Tim Harbaugh
VENDOR CONTACT: William Beukema Jr.	VENDOR CONTACT PHONE: 708-597-9700	DEPT CONTACT PHONE #: 630-407-5670	DEPT CONTACT EMAIL: tim.harbaugh@dupagecounty.gov
VENDOR CONTACT EMAIL: wbeukemajr@ambermech.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 contract to Amber Mechanical Contractors, Inc., for the JTK HVAC Replacement Project, for Facilities Management, for the period December 12, 2023 through November 30, 2025, for a total contract amount not to exceed \$5,314,150, per lowest responsible bid 23-125-FM. PARTIAL ARPA ITEM			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The air handler units are original to the building (over 50 years). These aged units are critical pieces of the HVAC system in the JTK Administration building.			

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: Amber Mechanical Contractors, Inc.	Vendor#: 12405	Dept: Facilities Management	Division:
Attn: William Beukema Jr.	Email: wbeukemajr@ambermech.com	Attn:	Email: FMAccountsPayable@dupagecount y.gov
Address: 11950 S. Central Ave.	City: Alsip	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60803	State: IL	Zip: 60187
Phone: 708-597-9700	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Amber Mechanical Contractors, Inc.	Vendor#: 12405	Dept: Facilities Management	Division:
Attn: William Beukema Jr.	Email: wbeukemajr@ambermech.com	Attn: Gavin Carroll	Email: gavin.carroll@dupagecounty.gov
Address: 11950 S. Central Ave.	City: Alsip	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60803	State: IL	Zip: 60187
Phone: 708-597-9700	Fax: 708-597-5875	Phone: 630-407-2687	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 12, 2023	Contract End Date (PO25): Nov 30, 2025
Contract Administrator (PO25): Cathie Figlewski			

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		Building Improvements	FY24	1100	1215	54010	2200801	4,000,000.00	4,000,000.00
2	1	LO		Building Improvements	FY25	6000	1220	54010	2200801	1,314,150.00	1,314,150.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 5,314,150.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. JTK HVAC Replacement - ARPA
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Katie Boffa & Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 12/5/23 CB: 12/12/23
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