



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#: 26-0067	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$45,710.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 01/06/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$45,710.00
	CURRENT TERM TOTAL COST: \$45,710.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Midwest Applied Solutions, Inc.	VENDOR #: 28197	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Tim McKay	VENDOR CONTACT PHONE: 708-540-4555	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: tmckay@midwestapplied.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 Midwest Applied Solutions, Inc., to provide ionization tube supplies for the HVAC clean air systems, for Facilities Management, for the period January 14, 2026 through November 30, 2026 for a total contract amount not to exceed \$45,710.00, per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids - authorized parts and service provider for this area. Midwest Applied Solutions, Inc. Quote #TM25120309.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To improve indoor air quality Bipolar ionization systems were installed in the 505, 503, 501, and 400 buildings air handling units. The Bipolar ionization units help clean the air by reducing air borne contaminants, odors, and viruses. The manufacturer recommends replacing the ionization tubes every two years. Failure to maintain the systems by replacing the tubes will result in reduced indoor air quality.			

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. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
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	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES
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. Midwest Applied Solutions, Inc. is the exclusive manufacturer rep and distributor of Clean Air Group's AtmosAir Solutions brand of air purification technology in the State of Illinois..
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. Staff contact the manufacturer and was referred to Midwest Applied Solutions for pricing.
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. The clean air systems were installed as part of the HVAC improvements. Ionization tubes must be replaced every two years. AtmosAir Solutions provides clean indoor air technology for commercial buildings. This is a direct part replacement.

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		Send Invoices To:	
Vendor: Midwest Applied Solutions, Inc.	Vendor#: 28197	Dept: Facilities Management	Division:
Attn: Tim McKay	Email: tmckay@midwestapplied.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 30 N Wolf Road, First Floor	City: Hillside	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60162	State: IL	Zip: 60187
Phone: 708-540-4555	Fax: 630-540-4556	Phone: 630-407-5700	Fax: 630-407-5701
Send Payments To:		Ship to:	
Vendor: Midwest Applied Solutions, Inc.	Vendor#: 28197	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Gavin Carroll	Email: gavin.carroll@dupagecounty.gov
Address: 30 N Wolf Road, First Floor	City: Hillside	Address: 410 N. County Farm Road	City: Wheaton
State: IL	Zip: 60162	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 14, 2026	Contract End Date (PO25): Nov 30, 2026

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		Maintenance Supplies	FY26	1000	1100	52270		45,710.00	45,710.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 45,710.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide ionization tubes supplies for the HVAC clean air systems, 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: 01/06/26 County Board: 01/13/26 Job #26-01000
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.