



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-2867	RFP, BID, QUOTE OR RENEWAL #: 23-091-FM	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$209,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 09/19/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$418,000.00
	CURRENT TERM TOTAL COST: \$209,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: United Door & Dock LLC	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Marshall Scott	VENDOR CONTACT PHONE: 847-366-4888	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupageco.org
VENDOR CONTACT EMAIL: marshall@unitedil.com	VENDOR WEBSITE:	DEPT REQ #:	
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.). Recommendation for the approval of a contract to United Door & Dock LLC, to provide preventive maintenance, service and repairs for overhead doors, roll-up shutters, gate operators, dock levelers and revolving doors, as needed for County facilities, for Facilities Management, for the two-year period, November 1, 2023 through October 31, 2025, for a total contract amount not to exceed \$209,000, per lowest responsible bid #23-091-FM. (\$140,000 for Facilities Management, \$30,000 for the Division of Transportation and \$39,000 for Public Works)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Regularly scheduled preventative maintenance as well as time and material repair services for the campus overhead doors, roll-up shutters, gate operators, dock levelers and revolving doors are required to keep the docks and entrances operational and secure.			

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: United Door & Dock LLC	Vendor#:	Dept: Facilities Management	Division:
Attn: Marshall Scott	Email: marshall@unitedil.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 380 Windy Point Drive	City: Glendale Heights	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60137	State: IL	Zip: 60187
Phone: 847-366-4888	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: United Door & Dock LLC	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 380 Windy Point Drive	City: Glendale Heights	Address: various locations	City: Wheaton
State: IL	Zip: 60137	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 1, 2023	Contract End Date (PO25): Oct 31, 2025
Contract Administrator (PO25): Mary Ventrella			

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		Facilities Management	FY23	1000	1100	53300		1,000.00	1,000.00
2	1	LO		Division of Transportation	FY23	1500	3510	53300		5,000.00	5,000.00
3	1	LO		Public Works	FY23	2000	2555	53300		1,000.00	1,000.00
4	1	LO		Public Works	FY23	2000	2665	53300		1,000.00	1,000.00
5	1	LO		Facilities Management	FY24	1000	1100	53300		70,000.00	70,000.00
6	1	LO		Division of Transportation	FY24	1500	3510	53300		15,000.00	15,000.00
7	1	LO		Public Works	FY24	2000	2555	53300		14,000.00	14,000.00
8	1	LO		Public Works	FY24	2000	2665	53300		5,000.00	5,000.00
9	1	LO		Facilities Management	FY25	1000	1100	53300		69,000.00	69,000.00
10	1	LO		Division of Transportation	FY25	1500	3510	53300		10,000.00	10,000.00
11	1	LO		Public Works	FY25	2000	2555	53300		13,000.00	13,000.00
12	1	LO		Public Works	FY25	2000	2665	53300		5,000.00	5,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 209,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide preventive maintenance, service and repairs for overhead doors, roll-up shutters, gate operators, dock levelers and revolving doors, as needed for County facilities, for a two-year period.
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, Clara Gomez, Kathy Black, Sandra Martinez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 09/19/23 County Board: 09/26/23
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