



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: 24-066-WEX	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$230,909.54
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$310,909.54
	CURRENT TERM TOTAL COST: \$80,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Parliament Builders, Inc.	VENDOR #:	DEPT: Community Services	DEPT CONTACT NAME: David Stuckey
VENDOR CONTACT: Dominic DiVenere	VENDOR CONTACT PHONE: 773-471-4116	DEPT CONTACT PHONE #: 6464	DEPT CONTACT EMAIL: david.stuckey@dupagecounty.gov
VENDOR CONTACT EMAIL: dom@parliamentbuildersinc.com	VENDOR WEBSITE: parliamentbuildersinc.com	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.). Parliament Builders, Inc. will be servicing or if unable to effectively repair, replacing, inoperable or red-tagged furnaces for low-income qualified homeowners within DuPage County via LIHEAP grant funds. Procured via request for qualification.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This is necessary because as the weather gets colder, low-income DuPage County residents may be unable to afford repair/replacing their inoperable furnace which can be life threatening. The objective is to resolve no-heat crisis situations for DuPage County low-income homeowners.			

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.
RENEWAL OF RFP	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Vendor selected via request for qualification #24-066-WEX. Parliament has worked with other agencies in the past for the same services.
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). Parliament Builders, INC has worked with other agencies WX and Emergency Furnace programs and they are familiar with all the rules and regulations for each program. 1. Fund this vendor to resolve no-heat crisis situations faced by low-income DuPage County residents who have a non-operational heating system or dangerous heating system that has been red-tagged by a utility company. 2. Take no action and face major consequences such as loss of life or severe collateral damage to the property.

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: Parliament Builders, Inc	Vendor#: 45321	Dept: Community Services	Division: LIHEAP
Attn: Dominic DiVenere	Email: dom@parliamentbuildersinc.com	Attn: David Stuckey	Email: david.stuckey@dupagecounty.gov
Address: 4455 S Knox Ave	City: Chicago	Address: 421 N County Farm Rd	City: Wheaton
State: Illinois	Zip: 60632	State: Illinois	Zip: 60187
Phone: 773-471-4116	Fax:	Phone: 6464	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 1, 2025	Contract End Date (PO25): Jun 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	EA	LIHEAP Furnace Voucher Program	Service or Replace heating systems for low-income qualified homeowners under the LIHEAP grant program	FY26	5000	1420	53090		80,000.00	80,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 80,000.00

Comments	
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.