



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#: 26-0345	RFP, BID, QUOTE OR RENEWAL #: 26-001-DCC	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$681,835.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$681,835.00
	CURRENT TERM TOTAL COST: \$681,835.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Excel Electric	VENDOR #: 30775	DEPT: DuPage Care Center	DEPT CONTACT NAME: Nick Jensen
VENDOR CONTACT: Bart Frankowicz	VENDOR CONTACT PHONE: 815-464-5550	DEPT CONTACT PHONE #: 630-784-4435	DEPT CONTACT EMAIL: nicholas.jensen@dupagecounty.gov
VENDOR CONTACT EMAIL: bart@excelel.com	VENDOR WEBSITE:	DEPT REQ #: 7558	
<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 Purchase Order to Excel Electric, Inc., for upgrades to the North generator at the DuPage Care Center, for the period 02/11/26 through 06/30/27, for a contract total not to exceed \$681,835.00, per lowest, responsible bid #26-001-DCC.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The medium voltage switchgear needs to be replaced due to equipment outliving its life of over 50 years and parts are obsolete. The generator that currently feeds the North Wing of the Care Center is located in the Power Plant and it is 55 years old. The new generator will back up Care Center North only. This will allow for phase 2 electrical work at the Power Plant to happen without affecting the North Wing; moving forward.			

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	
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

Send Purchase Order To:		Send Invoices To:	
Vendor: Excel Electric, Inc.	Vendor#: 30775	Dept: DuPage Care Center	Division: FM
Attn: Bart Frankowicz	Email: bart@excelel.com	Attn: Nick Jensen	Email: Nicholas.jensen@dupagecounty.gov
Address: 24 W. Sangmeister Road	City: Frankfort	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60423	State: IL	Zip: 60187
Phone: 815-464-5550	Fax:	Phone: 630-784-4435	Fax:
Send Payments To:		Ship to:	
Vendor: Excel Electric, Inc.	Vendor#: 30775	Dept: DuPage Care Center	Division: FM
Attn: Bart Frankowicz	Email: bart@excelel.com	Attn: Nick Jensen	Email: Nicholas.jensen@dupagecounty.gov
Address: 24 W. Sangmeister Road	City: Frankfort	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60423	State: IL	Zip: 60187
Phone: 815-464-5550	Fax:	Phone: 630-784-4435	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): February 11, 2026	Contract End Date (PO25): June 30, 2027

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		Upgrades to the North generator at the DuPage Care Center	FY26	1200	2040	54010		500,000.00	500,000.00
2	1	EA		Upgrades to the North generator at the DuPage Care Center	FY27	1200	2040	54010		119,850.00	119,850.00
3	1	EA		Contingency	FY27	1200	2040	54010		61,985.00	61,985.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 681,835.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of a contract Purchase Order to Excel Electric, Inc., for upgrades to the North generator at the DuPage Care Center, for the period 02/11/26 through 06/30/27, for a contract total not to exceed \$681,835.00, per lowest, responsible bid #26-001-DCC.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. 02/03/26 HS Committee 02/10/26 County Board Meeting
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.