



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

## SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1210	RFP, BID, QUOTE OR RENEWAL #: SoleSource	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$41,010.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/04/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$41,010.00
	CURRENT TERM TOTAL COST: \$41,010.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: G&W Canada Corporation	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Rob Quigley
VENDOR CONTACT: Chris Agnew	VENDOR CONTACT PHONE: 905-285-2219	DEPT CONTACT PHONE #: 630-407-5700	DEPT CONTACT EMAIL: robert.quigley@dupageco.org
VENDOR CONTACT EMAIL: cagnew@gwelec.ca	VENDOR WEBSITE:	DEPT REQ #:	
<b>Overview</b>			
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 G&W Canada Corporation for the purchase of two (2) Linear Puffer Load Break Switchegears for the Judicial Office Facility-Annex, for Facilities Management, for the period April 12, 2023 through April 11, 2024, for a contract total amount not to exceed \$41,010.00; per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids – Sole Source.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The current Puffer load break switches serve as the main disconnect for electricity at the JOF-Annex building. They are over 20 years old. They are both low on SF6 gas due to seal leaks. They need to be replaced in order to provide a disconnect means to the building in the event of an emergency. These switches are the only way for the fire department to cut power to the building without having to enter the building in a fire scenario.			

## 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

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. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
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.  This switchgear product is designed, engineered, and built in factory located in Brampton, Ontario Facility.
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.  G&W Canada Corporation is the sole manufacture and does not use subcontractors to manufacture their switchgear.
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: G&W Canada Corporation	Vendor#:	Dept: Facilities Management	Division:
Attn: Craig Agnew	Email: cagnew.gwelec.ca	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 7965 Heritage Road	City: Brampton	Address: 421 N. County Farm Road	City: Wheaton
State: Ontario	Zip: L6Y 5X5 CANADA	State: IL	Zip: 60187
Phone: 905-542-2000	Fax: 905-455-3336	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: G&W Canada Corporation	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Rob Quigley	Email: robert.quigley@dupageco.org
Address: 7965 Heritage Road	City: Brampton	Address: 505 N. County Farm Road	City: Wheaton
State: Ontario	Zip: L6Y 5X5 CANADA	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-514-3732	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 12, 2023	Contract End Date (PO25): Apr 11, 2024
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		Building Improvements	FY23	6000	1220	54010	2301147- 54010	41,009.00	41,009.00
2	1	LO		Building Improvements	FY24	6000	1220	54010	2301147- 54010	1.00	1.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 41,010.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver two (2) Linear Puffer Load Break Switch Gears for the Judicial Office Facility-Annex, 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: 04/04/23   County Board: 04/11/23   Job #23-01147
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