



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#: 23-1649	RFP, BID, QUOTE OR RENEWAL #: 23-061-FM	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$125,837.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 05/16/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$125,837.00
	CURRENT TERM TOTAL COST: \$125,837.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: AMS Mechanical Systems, Inc.	VENDOR #: 37938	DEPT: Facilities Management	DEPT CONTACT NAME: Gavin Carroll
VENDOR CONTACT: Todd Veard	VENDOR CONTACT PHONE: 630-887-7700	DEPT CONTACT PHONE #: 630-407-2687	DEPT CONTACT EMAIL: gavin.carroll@dupageco.org
VENDOR CONTACT EMAIL: tveard@ams-pmt.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 AMS Mechanical Systems, Inc. to furnish and install natural gas piping replacements and upgrades to the gas main and meter, at the Power Plant, for Facilities Management, for the period May 23, 2023, through May 22, 2024, for a total contract amount not to exceed \$125,837.00, per lowest responsible 23-061-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The existing gas main and meter are 52 years old. The gas main is in an exterior part of the pit and is extremely corroded. Without attention, the corrosion will worsen, resulting in a leaking gas main.			

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: AMS Mechanical Systems, Inc.	Vendor#: 37938	Dept: Facilities Management	Division:
Attn: Todd Veard	Email: tveard@ams-pmt.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 9341 Adam Don Parkway	City: Woodridge	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60517	State: IL	Zip: 60187
Phone: 630-887-7700	Fax: 630-887-0770	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: AMS Mechanical Systems, Inc.	Vendor#: 37938	Dept: Facilities Management	Division:
Attn: Michael Roberts	Email: mroberts@ams-pmt.com	Attn: Gavin Carroll	Email: gavin.carroll@dupageco.org
Address: 9341 Adam Don Parkway	City: Woodridge	Address: 410 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60517	State: IL	Zip: 60187
Phone: 630-887-7700	Fax: 630-887-0770	Phone: 630-407-2687	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 23, 2023	Contract End Date (PO25): May 22, 2024
Contract Administrator (PO25): Cathie Figlewski			

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		Main Gas Line Improvements	FY23	6000	1220	54010	2301703	119,845.00	119,845.00
2	1	LO		Contingency	FY23	6000	1220	54010	2301703	5,991.00	5,991.00
3	1	LO		Contingency	FY24	6000	1220	54010	2301703	1.00	1.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 125,837.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and install a new gas main and meter
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez & Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 5/16/23 CB: 5/23/23
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