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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 25-2352	RFP, BID, QUOTE OR RENEWAL #: 1-1P610967	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: $27,268.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/21/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $113,999.20
	CURRENT TERM TOTAL COST: $28,910.40	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		*Department Information*	
VENDOR: Johnson Controls, Inc.	VENDOR #: 10250	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Sonia Lara	VENDOR CONTACT PHONE: 224-283-8129	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: Sonia.Lara@jci.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 Johnson Controls, Inc., to provide a planned service agreement, to maintain the Building Automation System at County Campus, for Facilities Management, for the period December 1, 2025 through November 30, 2026, for a contract total amount not to exceed $28,910.40, Estimate #1-1QEEUHQ8. Contract let pursuant to the Intergovernmental Cooperation Act -Sourcewell cooperative contract #070121-JHN; First of three options to renew.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Assistance for our building automation system, to organize and update computer systems, in order for our operation to navigate the system in a more efficient manner.

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED RENEWAL	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.

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: Johnson Controls, Inc.	Vendor#: 10250	Dept: Facilities Management	Division:
Attn: Sonia Lara	Email: Sonia.Lara@jci.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 3007 Maimo Drive	City: Arlington Heights	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60005-4727	State: IL	Zip: 60187
Phone: 866-854-4768	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
Send Payments To:		*Ship to:*	
Vendor: Johnson Controls, Inc.	Vendor#: 10250	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Gavin Carroll	Email: gavin.carroll@dupagecounty.gov
Address: PO Box 730068	City: Dallas	Address: 410 N. County Farm Road	City: Wheaton
State: TX	Zip: 75373	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2025	Contract End Date (PO25): Nov 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	LO		Repair & Mtce Facilities	FY26	1000	1100	53300		28,910.40	28,910.40
FY is required, ensure the correct FY is selected.										Requisition Total	$ 28,910.40

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide a planned service agreement, to maintain the Building Automation System at County Campus, 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: 10/21/25 Job #26-00803
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.