

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 #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST:		
25-2352	1-1P610967	1 YR + 3 X 1 YR TERM PERIODS	\$27,268.00		
COMMITTEE:	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:		
PUBLIC WORKS	10/21/2025	3 MONTHS	\$113,999.20		
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:		
	\$28,910.40	FOUR YEARS	FIRST RENEWAL		
Vendor Information		Department Information			
VENDOR:	VENDOR #:	DEPT:	DEPT CONTACT NAME:		
Johnson Controls, Inc.	10250	Facilities Management	Mary Ventrella		
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #:	DEPT CONTACT EMAIL:		
Sonia Lara	224-283-8129	630-407-5705	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.

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Send	Purchase Order To:	Send	Send Invoices To:			
Vendor:	Vendor#:	Division:				
Johnson Controls, Inc.	10250	Facilities Management				
Attn:	Email:	Attn:	Email:			
Sonia Lara	Sonia.Lara@jci.com		FMAccountsPayable @dupagecounty.gov			
Address:	City:	Address:	City:			
3007 Maimo Drive	Arlington Heights	421 N. County Farm Road	Wheaton			
State:	Zip:	State:	Zip:			
IL	60005-4727	IL	60187			
Phone:	Fax:	Phone:	Fax:			
866-854-4768		630-407-5700	630-407-5701			
Send Payments To:		Ship to:				
Vendor:	Vendor#:	Dept:	Division:			
Johnson Controls, Inc.	10250	Facilities Management				
Attn:	Email:	Attn:	Email:			
		Gavin Carroll	gavin.carroll@dupagecounty.gov			
Address:	City:	Address:	City:			
PO Box 730068	Dallas	410 N. County Farm Road	Wheaton			
State:	Zip:	State:	Zip:			
TX	75373	IL	60187			
Phone: Fax:		Phone:	Fax:			
Shipping		Contract Dates				
Payment Terms:	FOB:	Contract Start Date (PO25):	Contract End Date (PO25):			
PER 50 ILCS 505/1	Destination	Dec 1, 2025	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.		