



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#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$360,850.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 01/02/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$360,850.00
	CURRENT TERM TOTAL COST: \$360,850.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Donohue & Associates, Inc.	VENDOR #: 34931	DEPT: Facilities Management	DEPT CONTACT NAME: Tim Harbaugh
VENDOR CONTACT: Jay Bielanski	VENDOR CONTACT PHONE: 630-687-8041	DEPT CONTACT PHONE #: X5670	DEPT CONTACT EMAIL: tim.harbaugh@dupagecounty.gov
VENDOR CONTACT EMAIL: jbielanski@donohue-associates.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 Donohue & Associates, Inc., to provide Professional Electrical Engineering & Design Services, for the replacement of the 505 building sectionalizer and main switchboard, replace the generator in the 424 building, replace the east outdoor medium voltage switchgear and generator at the 400 building, and on-call electrical engineering services for Facilities Management, for the period January 9, 2024 through November 30, 2026, for a total contract amount not to exceed \$360,850 Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/.01 et. seq.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Facilities Management operates and maintains the electrical systems at the DuPage County campus. Many of the systems were installed in the 1980s and 1990s have reached the end of their expected service lives and require replacement.			

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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
PROFESSIONAL SERVICES EXCLUDED PER DUPAGE ORDINANCE (SECTION 2-353) AND 50 ILCS 510/2 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)	

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. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. A request for a Statement of Interest was issued for Professional Electrical Engineering and Design Services; 8 firms responded. Staff has reviewed the qualifications of these firms and narrowed it down to three firms and determined Donohue & Associates, Inc. possesses the qualified staff to provide these Professional Electrical Engineering & Design Services.
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). 1) Staff recommends approval of a professional services contract with Donohue & Associates, Inc. to provide Professional Electrical Engineering & Design Services for these tasks for Facilities Management. 2) Select another firm. However, staff does not recommend this, and has determined Donohue & Associates, Inc. possesses the qualified engineering staff to provide these services on behalf of the County.

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: Donohue & Associates, Inc.	Vendor#: 34931	Dept: Facilities Management	Division:
Attn:	Email: jbielanski@donohue-associates.com	Attn:	Email: FMAccountsPayable@dupagecount y.gov
Address: 3311 Weeden Creek Rd.	City: Sheboygan	Address: 421 N. County Farm Road	City: Wheaton
State: WI	Zip: 53081	State: IL	Zip: 60187
Phone: 630-687-8041	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Donohue & Associates, Inc.	Vendor#: 34931	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Rob Quigley	Email: robert.quigley@dupagecounty.gov
Address:	City:	Address: Various	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 9, 2024	Contract End Date (PO25): Nov 30, 2026
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		400 Rplc Switchgear & Generator	FY24	6000	1220	54010	2400304	120,740.00	120,740.00
2	1	LO		505 Rplc Switchboard & Controls	FY24	6000	1220	54010	2400433	134,870.00	134,870.00
3	1	LO		424 Replace Generator	FY24	6000	1220	54010	2400502	65,240.00	65,240.00
4	1	LO		Electrical Engineering On-Call Services	FY25	1000	1100	53010		20,000.00	20,000.00
5	1	LO		Electrical Engineering On-Call Services	FY26	1000	1100	53010		20,000.00	20,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 360,850.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Professional Electrical Engineering & Design Services
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 and Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 1/2/24 CB: 1/9/24
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