



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#: 25-1493	RFP, BID, QUOTE OR RENEWAL #: 25-075-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$574,833.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$574,833.00
	CURRENT TERM TOTAL COST: \$574,833.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Huen Electric, Inc.	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Ian Johnston
VENDOR CONTACT: Ron Baker	VENDOR CONTACT PHONE: 708-240-1477	DEPT CONTACT PHONE #: 630-407-5680	DEPT CONTACT EMAIL: Ian.Johnstone@dupagecounty.gov
VENDOR CONTACT EMAIL: rbaker@huenelectric.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 Huen Electric, Inc., for Phase II installation of solar panels on the roof of the JTK Administrative Building, for Facilities Management, for the period June 24, 2025, through June 23, 2026, for a total contract amount not to exceed \$574,833 per lowest responsible bid #25-075-FM, Partial EECBG.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Facilities Management received EECB grant dollars which will contribute to 44% of the cost for phase II solar panel installation on the roof of the JTK Administration building.			

### 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

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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Huen Electric, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Dan Pesavento	Email: dpesavento@huenelectric.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 1801 W. 16th Street	City: Broadview	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60155	State: IL	Zip: 60187
Phone: 708-343-5511	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: MYR Group, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Accounts Payable	Email: ap@huenelectric.com	Attn: Ian Johnstone	Email: ian.johnstone@dupagecounty.gov
Address: 1701 Golf Road #1012	City: Rolling Meadows	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60008	State: IL	Zip: 60187
Phone: 847-979-5845	Fax:	Phone: 630-407-5680	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 24, 2025	Contract End Date (PO25): Jun 23, 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		Building Improvements - EECBG	FY25	5000	2704	54010	DE- SE0000181	256,029.00	256,029.00
2	1	LO		Building Improvements	FY25	6000	1220	54010	2401301	243,826.00	243,826.00
3	1	LO		Contingency	FY25	6000	1220	54010	2401301	74,977.00	74,977.00
4	1	LO		Contingency	FY26	6000	1220	54010	2401301	1.00	1.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 574,833.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. JTK Phase II Solar Panel Installation
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: 6/17/25 CB: 6/24/25 Project#24-01301
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.