



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#: 23-3264	RFP, BID, QUOTE OR RENEWAL #: 23-113-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$25,948.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/17/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$25,948.00
	CURRENT TERM TOTAL COST: \$25,948.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Must Buy Enough Fence Inc. d/b/a MBE Fence, Inc.	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Connor Michalek
VENDOR CONTACT: Mary Young	VENDOR CONTACT PHONE: 708-223-5700	DEPT CONTACT PHONE #: 630-432-1502	DEPT CONTACT EMAIL: connor.michalek@dupageco.org
VENDOR CONTACT EMAIL: mbefence@gmail.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 Must Buy Enough Fence, Inc. d/b/a MBE Fence, Inc., to provide and install aluminum fencing by the East pond, by Fairgrounds, for Facilities Management, for the period of October 18, 2023 through October 17, 2024, for a total contract amount not to exceed \$25,948.00, per lowest responsible bid #23-113-FM. Job #22-01000			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Campus-Stormwater Detention - Fence barrier on side of pond, along driveway, to provide a safety barrier for pedestrians and vehicles.			

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: Must Buy Enough Fence Inc. d/b/a MBE Fence, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Mary Young	Email: mbefence@gmail.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 35340 Rockwell Street, #101	City: Warrenville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60555	State: IL	Zip: 60187
Phone: 708-223-5700	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Must Buy Enough Fence Inc. d/b/a MBE Fence, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Connor Michalek	Email: connor.michalek@dupageco.org
Address: 35340 Rockwell Street, #101	City: Warrenville	Address:	City: Wheaton
State: IL	Zip: 60555	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-432-1502	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 18, 2023	Contract End Date (PO25): Oct 17, 2024
Contract Administrator (PO25): Mary Ventrella			

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	FY23	6000	1220	54010	2201000	1.00	1.00
2	1	LO		BUILDING IMPROVEMENTS	FY24	6000	1220	54010	2201000	25,947.00	25,947.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 25,948.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Provide and install aluminum fencing by East pond, by Fairgrounds, 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: 10/17/23 Job #22-01000
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