



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

SECTION 1: DESCRIPTION

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|---|--|---|--|
| <i>General Tracking</i> | | <i>Contract Terms</i> | |
| FILE ID#: 25-1341 | RFP, BID, QUOTE OR RENEWAL #: 23-079-FM | INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST: \$25,000.00 |
| COMMITTEE: PUBLIC WORKS | TARGET COMMITTEE DATE: 06/03/2025 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$100,000.00 |
| | CURRENT TERM TOTAL COST: \$25,000.00 | MAX LENGTH WITH ALL RENEWALS: FOUR YEARS | CURRENT TERM PERIOD: SECOND RENEWAL |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Ashland Lock & Security Solutions | VENDOR #: 30938 | DEPT: Facilities Management | DEPT CONTACT NAME: Mary Ventrella |
| VENDOR CONTACT: Denise Boyd | VENDOR CONTACT PHONE: 773-348-5106 x102 | DEPT CONTACT PHONE #: 630-407-5705 | DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov |
| VENDOR CONTACT EMAIL: denise@ashlanddoor.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 Ashland Lock & Security Solutions, to provide lock smith services, maintenance & installation, as needed for County facilities, for Facilities Management, for the period July 19, 2025 through July 18, 2026, for a contract total amount not to exceed \$25,000, per renewal option under bid award #23-079-FM. Second of three options to renew. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Facilities Management requires door hardware, locks, keys and parts to repair and replace door hardware and services to install door hardware in order to maintain security and to ensure the integrity of the County facilities building envelope. | | | |

SECTION 2: DECISION MEMO REQUIREMENTS

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|----------------------------|--|
| DECISION MEMO NOT REQUIRED | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. |
| RENEWAL | |
| 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

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|--------------------------------------|---|
| 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: Ashland Lock & Security Solutions | Vendor#: 30938 | Dept: Facilities Management | Division: |
| Attn: Denise Boyd | Email: denise@ashlanddoor.com | Attn: | Email: FMAccountsPayable@dupagecounty.gov |
| Address: 185 Martin Lane | City: Elk Grove Village | Address: 421 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60007 | State: IL | Zip: 60187 |
| Phone: | Fax: | Phone: 630-407-5700 | Fax: 630-407-5701 |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Ashland Lock & Security Solutions | Vendor#: 30938 | Dept: Facilities Management | Division: |
| Attn: | Email: | Attn: | Email: |
| Address: 2510 N. Ashland Avenue | City: Chicago | Address: various locations | City: Wheaton |
| State: IL | Zip: 60614 | State: IL | Zip: 60187 |
| Phone: | Fax: | Phone: | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Jul 19, 2025 | Contract End Date (PO25): Jul 18, 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 | | Material & Supplies | FY25 | 1000 | 1100 | 52270 | | 1,000.00 | 1,000.00 |
| 2 | 1 | LO | | Labor & Miscellaneous Services | FY25 | 1000 | 1100 | 53300 | | 11,500.00 | 11,500.00 |
| 3 | 1 | LO | | Material & Supplies | FY26 | 1000 | 1100 | 52270 | | 1,000.00 | 1,000.00 |
| 4 | 1 | LO | | Labor & Miscellaneous Services | FY26 | 1000 | 1100 | 53300 | | 11,500.00 | 11,500.00 |
| <i>FY is required, ensure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 25,000.00 |

| Comments | |
|----------------------|--|
| HEADER COMMENTS | Provide comments for P020 and P025. Provide door maintenance, door sales and installation, as needed for County facilities, 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: 06/03/25 |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |