



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#: 25-1533	RFP, BID, QUOTE OR RENEWAL #: 25-043-FM	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$37,525.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 07/01/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$75,050.00
	CURRENT TERM TOTAL COST: \$37,525.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Airways Systems, inc.	VENDOR #: 25611	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Diane Helfgot	VENDOR CONTACT PHONE: 847-845-8113	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: diane@airwayssystems.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 Airways Systems, Inc., for semi-annual cleaning of the kitchen ducts, hoods, and fans for the Judicial Office Facility, JTK Administration Building, Jail, and Care Center, for Facilities Management, for the two-year period July 9, 2025 through July 8, 2027, for a total contract amount not to exceed \$37,525.00, per lowest responsible bid #25-043-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The semi-annual cleaning of the kitchen ducts, hoods and fans, is required per the National Fire Protection Association, and is necessary to eliminate odors and grease buildup which is a fire hazard.			

### 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: Airways Systems, Inc.	Vendor#: 25611	Dept: Facilities Management	Division:
Attn: Diane Helfgot	Email: diane@airwayssystems.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 1100 Tower Lane	City: Bensenville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60106	State: IL	Zip: 60187
Phone: 847-845-8113	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Airways Systems, Inc.	Vendor#: 25611	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 1100 Tower Lane	City: Bensenville	Address: various locations	City: Wheaton
State: IL	Zip: 60106	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 9, 2025	Contract End Date (PO25): Jul 8, 2027

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		Semi-Annual Cleaning of Kitchen Ducts, Hoods and Fans	FY25	1000	1100	53810		9,150.00	9,150.00
2	1	LO		Semi-Annual Cleaning of Kitchen Ducts, Hoods and Fans	FY26	1000	1100	53810		17,600.00	17,600.00
3	1	LO		Semi-Annual Cleaning of Kitchen Ducts, Hoods and Fans	FY27	1000	1100	53810		10,775.00	10,775.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 37,525.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide Semi-Annual cleaning of the kitchen ducts, hoods, and fans for the Judicial Office Facility, JTK Administration Building, Jail, and Care Center.
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: 07/01/25    County Board: 07/08/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.