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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 26-2119	RFP, BID, QUOTE OR RENEWAL #: 26-040-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $319,300.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/18/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $638,600.00
	CURRENT TERM TOTAL COST: $319,300.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: Fox Valley Fire & Safety Company	VENDOR #: 11067	DEPT: Facilities Management	DEPT CONTACT NAME: Brian Rovik
VENDOR CONTACT: Jon Ofenloch	VENDOR CONTACT PHONE: 847-695-5990	DEPT CONTACT PHONE #: x5705	DEPT CONTACT EMAIL: brian.rovik2@dupagecounty.gov
VENDOR CONTACT EMAIL: JonOfenloch@foxvalley.com	VENDOR WEBSITE:	DEPT REQ #:	

Overview

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 Fox Valley Fire & Safety Company, for preventative maintenance, testing and repair of the Non-Edwards System Technology Fire Alarm and Life Safety Systems for County facilities, for the period August 28, 2026 through August 27, 2028, for a total contract amount not to exceed $319,300.00, per low bid award #26-040-FM. ($270,000 for Facilities Management, $9,475 for Animal Services, $14,825 for Division of Transportation, $25,000 for Public Works).

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The City of Wheaton Ordinance fire prevention code, BOCA 1990, NFPA requires quarterly and semi-annual life safety testing and inspection of the County facilities fire alarms and sprinkler systems.

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

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Fox Valley Fire & Safety	Vendor#: 11067	Dept: Facilities Management	Division:
Attn: Jon Ofenloch	Email: JonOfenloch@foxvalley.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 2730 Pinnacle Drive	City: Elgin	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60124	State: IL	Zip: 60187
Phone: 847-695-5990	Fax: 847-695-3699	Phone: 630-407-5700	Fax: 630-407-5701
Send Payments To:		*Ship to:*	
Vendor: Fox Valley Fire & Safety	Vendor#: 11067	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 2730 Pinnacle Drive	City: Elgin	Address: various locations	City: Wheaton
State: IL	Zip: 60124	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 28, 2026	Contract End Date (PO25): Aug 27, 2028

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		Facilities Management	FY26	1000	1100	53300		35,000.00	35,000.00
2	1	LO		Animal Services	FY26	1100	1300	53300		1,000.00	1,000.00
3	1	LO		Division of Transportation - Highway	FY26	1500	3510	53300		325.00	325.00
4	1	LO		Division of Transportation - Fleet	FY26	1500	3520	53300		325.00	325.00
5	1	LO		Public Works - Woodridge/ Knollwood	FY26	2000	2555	53300		3,000.00	3,000.00
6	1	LO		Public Works - Marionbrook	FY26	2000	2665	53300		2,000.00	2,000.00
7	1	LO		Facilities Management	FY27	1000	1100	53300		135,000.00	135,000.00
8	1	LO		Animal Services	FY27	1100	1300	53300		4,400.00	4,400.00
9	1	LO		Division of Transportation - Highway	FY27	1500	3510	53300		5,775.00	5,775.00
10	1	LO		Division of Transportation - Fleet	FY27	1500	3520	53300		1,800.00	1,800.00
11	1	LO		Public Works - Woodridge/ Knollwood	FY27	2000	2555	53300		7,500.00	7,500.00
12	1	LO		Public Works - Marionbrook	FY27	2000	2665	53300		2,500.00	2,500.00
13	1	LO		Facilities Management	FY28	1000	1100	53300		100,000.00	100,000.00
14	1	LO		Animal Services	FY28	1100	1300	53300		4,075.00	4,075.00
15	1	LO		Division of Transportation - Highway	FY28	1500	3510	53300		5,125.00	5,125.00
16	1	LO		Division of Transportation - Fleet	FY28	1500	3520	53300		1,475.00	1,475.00
17	1	LO		Public Works - Woodridge/ Knollwood	FY28	2000	2555	53300		7,500.00	7,500.00
18	1	LO		Public Works - Marionbrook	FY28	2000	2665	53300		2,500.00	2,500.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 319,300.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide preventative maintenance, testing and repair of the Non-Edwards System Technology Fire Alarm and Life Safety Systems for County facilities.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Brian Rovik, Cathie Figlewski, Clara Gomez, Kristie Lecaros, Kathy (Black) Curcio, and Drew Cormican.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 08/18/26 County Board: 08/25/26
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.