



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#: 26-1867	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$52,385.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 07/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$52,385.00
	CURRENT TERM TOTAL COST: \$52,385.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Johnson Controls Building Solutions, LLC	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Brian Rovik
VENDOR CONTACT: Breanna Dobos	VENDOR CONTACT PHONE: 224-434-8482	DEPT CONTACT PHONE #: x5705	DEPT CONTACT EMAIL: brian.rovik2@dupagecounty.gov
VENDOR CONTACT EMAIL: breanna.lynn.dobos@jci.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 Johnson Controls Building Solutions LLC, to upgrade the existing Metasys Server Software, for Facilities Management, for the period July 14, 2026 through July 13, 2027, for a total contract amount not to exceed \$52,385.00. Contract pursuant to the Intergovernmental Cooperation Act – Sourcewell Contract #080824-JHN.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The existing Metasys server software for the County Campus' Building Automation System (BAS) is out of date and needs to be upgraded. Hardware to support the current BAS has been discontinued and newer hardware is incompatible. The upgraded server will have better performance, faster processors, more expandable memory, and enhanced cybersecurity. Upgrading the server will allow additional future enhancements to be implemented to improve performance and energy reduction strategies.			

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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Sourcewell posted Request for Proposal #080824, for the procurement HVAC Systems with Related Products and Services, on Thursday, June 20, 2024, and the solicitation remained in an open status within the portal until August 8, 2024, at 4:30 pm CT. Responses were received by thirty (30) vendors and reviewed by the Sourcewell Evaluation Committee. Johnson Controls, Inc. received the most points by the evaluation committee and entered into a contract with Sourcewell on November 26, 2024.
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). 1. Recommendation for the approval of a contract to Johnson Controls Building Solutions LLC, to upgrade the existing Metasys Server Software, for Facilities Management, for the period July 14, 2026 through July 13, 2027, for a total contract amount not to exceed \$52,385.00. Contract pursuant to the Intergovernmental Cooperation Act – Sourcewell Contract #080824-JHN. 2. Take no action and be unable to replace discontinued parts to support the current BAS. 3. Replace entire BAS system at the County Campus.

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: Johnson Controls Building Solutions, LLC	Vendor#:	Dept: Facilities Management	Division:
Attn: Breanna Dobos	Email: breanna.lynn.dobos@jci.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 3007 Malmo Drive	City: Arlington Heights	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60005	State: IL	Zip: 60187
Phone: 224-434-8482	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Johnson Controls Building Solutions, LLC	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Gavin Carroll	Email: Gavin.Carroll@dupagecounty.gov
Address: 5757 N Green Bay Ave	City: Glendale	Address: 410 N. County Farm Rd.	City: Wheaton
State: WI	Zip: 53209	State: IL	Zip: 60187
Phone:	Fax:	Phone: (630) 407-2687	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 14, 2026	Contract End Date (PO25): Jul 13, 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		Metasys Server Upgrade	FY26	6000	1220	54107		52,385.00	52,385.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 52,385.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Metasys Server Software Upgrade. Pursuant to the Intergovernmental Cooperation Act – Sourcewell Contract #080824-JHN.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Cathie Figlewski, Gavin Carroll, and Clara Gomez,
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW 7/7/26; CB 7/14/26
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.