



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#: 25-1855	RFP, BID, QUOTE OR RENEWAL #: 25-080-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$1,350,445.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/19/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,350,445.00
	CURRENT TERM TOTAL COST: \$1,350,445.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Voris Mechanical, Inc.	VENDOR #: 43066	DEPT: Facilities Management	DEPT CONTACT NAME: Cathie Figlewski
VENDOR CONTACT: Kimberley A. Voris	VENDOR CONTACT PHONE: 630-469-7800	DEPT CONTACT PHONE #: 630-407-5665	DEPT CONTACT EMAIL: catherine.figlewski@dupagecounty.gov
VENDOR CONTACT EMAIL: kvoris@vorismechanical.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 Voris Mechanical, Inc., to replace the number two boiler burner at the Power Plant, for Facilities Management, for the period August 26, 2025, through November 30, 2026, for a contract total amount not to exceed \$1,350,445.00, per lowest responsible bid #25-080-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Burner number two has been suffering from a flame impingement issue for many years. Attempts to repair the issue have failed and the boiler has become an emergency backup boiler. The new burner will allow this boiler to be used as a primary boiler as well as provide improved efficiency.			

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Voris Mechanical, Inc.	Vendor#: 43066	Dept: Facilities Management	Division:
Attn: Kimberly A. Voris	Email: kvoris@vorismechanical.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 370 Windy Point Dr.	City: Glendale Heights	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60139	State: IL	Zip: 60187
Phone: 630-469-7800	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Voris Mechanical, Inc.	Vendor#: 43066	Dept: Facilities Managemetn	Division: Power Plant
Attn: Toni Bandelow / Ginger Lovstad	Email: AP@vorismechanical.com	Attn: Gavin Carroll	Email: gavin.carroll@dupagecounty.gov
Address: 370 Windy Point Dr.	City: Glendale Heights	Address: 410 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60139	State: IL	Zip: 60187
Phone: 630-469-7800	Fax:	Phone: 630-407-2687	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 26, 2025	Contract End Date (PO25): Nov 30, 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		Contingency	FY25	6000	1220	54010	2303303	1.00	1.00
2	1	LO		Burner #2 Replacement	FY26	6000	1220	54010	2303303	1,174,300.00	1,174,300.00
3	1	LO		Contingency	FY26	6000	1220	54010	2303303	176,144.00	176,144.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 1,350,445.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Replace Burner Number Two at Power Plant
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Katie Boffa and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 8/19/25 CB: 8/26/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.