



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#: 24-1371 | RFP, BID, QUOTE OR RENEWAL #: 24-043-FM | INITIAL TERM WITH RENEWALS: | INITIAL TERM TOTAL COST: \$27,180.25 |
| COMMITTEE: PUBLIC WORKS | TARGET COMMITTEE DATE: 05/21/2024 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: \$27,180.25 |
| | CURRENT TERM TOTAL COST: \$27,180.25 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Builders Chicago Corporation | VENDOR #: 11624 | DEPT: Facilities Management | DEPT CONTACT NAME: Mary Ventrella |
| VENDOR CONTACT: Matthew Cockburn | VENDOR CONTACT PHONE: 224-654-2122 | DEPT CONTACT PHONE #: 630-404-5705 | DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov |
| VENDOR CONTACT EMAIL: mcockburn@builderschicago.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 Builders Chicago Corporation, to provide Labor and Materials to tear down existing and install new Versa Guard Wire Mesh Partitions/Caging for the Circuit Court Clerk Evidence Storage area at the Judicial Office Facility, for Facilities Management, for the period of May 22, 2024, through May 21, 2025, for a total contract amount not to exceed \$27,180.25, per lowest responsible bid # 24-043-FM. Job #24-02733 | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Caging material and installation is required to allow for secure enclosures for evidence storage in the Circuit Court Clerk evidence room. | | | |

| 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. 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 | |
|-------------------------------------|--|
| STRATEGIC IMPACT | Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. |
| 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: Builders Chicago Corporation | Vendor#: 11624 | Dept: Facilities Management | Division: |
| Attn: Matthew Cockburn | Email: mcockburn@builderschicago.com | Attn: | Email: FMAccountsPayable@dupagecounty.gov |
| Address: 93 Martin Lane | City: Elk Grove Village | Address: 421 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60007 | State: IL | Zip: 60187 |
| Phone: 224-654-2122 | Fax: | Phone: 630-404-5700 | Fax: 630-407-5701 |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Builders Chicago Corporation | Vendor#: 11624 | Dept: Facilities Management | Division: |
| Attn: | Email: | Attn: Jeffrey Schramer | Email: jeffrey.schramer@dupagecounty.gov |
| Address: 93 Martin Lane | City: Elk Grove Village | Address: 505 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60007 | State: IL | Zip: 60187 |
| Phone: | Fax: | Phone: 630-675-0221 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): May 22, 2024 | Contract End Date (PO25): May 21, 2025 |
| Contract Administrator (PO25): Mary Ventrella | | | |

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 | | Labor and Material | FY24 | 6000 | 1220 | 54010 | 2402733 | 23,634.00 | 23,634.00 |
| 2 | 1 | LO | | Contingency | FY24 | 6000 | 1220 | 54010 | 2402733 | 3,544.25 | 3,544.25 |
| 3 | 1 | LO | | Labor and Material | FY25 | 6000 | 1220 | 54010 | 2402733 | 1.00 | 1.00 |
| 4 | 1 | LO | | Contingency | FY25 | 6000 | 1220 | 54010 | 2402733 | 1.00 | 1.00 |
| | | | | | | | | | | Requisition Total | \$ 27,180.25 |

FY is required, assure the correct FY is selected.

| <i>Comments</i> | |
|----------------------|---|
| HEADER COMMENTS | Provide comments for P020 and P025. Provide Labor and Material to tear down existing and install new Versa Guard Wire Mesh Partitions/Caging for the Circuit Court Clerk Evidence Storage area at the Judicial Office Facility, 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: 05/21/24 Job #24-02733 |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement