



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#: 23-1418	RFP, BID, QUOTE OR RENEWAL #: 23-017-FM	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$460,912.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/18/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$460,912.00
	CURRENT TERM TOTAL COST: \$460,912.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Dynamic Industrial Services, Inc.	VENDOR #: 33093	DEPT: Facilities Management	DEPT CONTACT NAME: Gavin Carroll
VENDOR CONTACT: DeDe Bairaktaris	VENDOR CONTACT PHONE: 708-665-4415	DEPT CONTACT PHONE #: x2687	DEPT CONTACT EMAIL: gavin.carroll@dupageco.org
VENDOR CONTACT EMAIL: info@dynamicinc.net	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 Dynamic Industrial Services, Inc. to repair and rehabilitate the interior of the thermal storage tank at the Power Plant, for Facilities Management, for the period April 25, 2023, through May 31, 2024, for a total contract amount not to exceed \$460,912, per lowest responsible bid 23-017-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The thermal storage tank was constructed in 1995 and has required little maintenance. The tank helps provide cooling to the campus buildings and acts as a redundant chiller to provide additional cooling capacity. A tank inspection was performed which revealed deficiencies including failure of the internal lining. To ensure continued safe and efficient operation the internal lining must be removed and have a new lining applied.			

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

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

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: Dynamic Industrial Services, Inc.	Vendor#: 33093	Dept: Facilities Management	Division:
Attn: DeDe Bairaktaris	Email: info@dynamicinc.net	Attn:	Email: FMAccountspayable@dupageco.org
Address: 3546 Ridge Road, Ste 2C	City: Lansing	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60438	State: IL	Zip: 60187
Phone: 708-665-4415	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Dynamic Industrial Services, Inc.	Vendor#: 33093	Dept: Facilities Managment	Division:
Attn: DeDe Bairaktaris	Email: Lansing	Attn:	Email: gavin.carroll@dupageco.org
Address: 3546 Ridge Road, Ste 2C	City: Lansing	Address: 410 N. County Farm Road	City: Wheaton
State: IL	Zip: 60438	State: IL	Zip: 60187
Phone: 708-665-4415	Fax:	Phone: 630-407-2687	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 25, 2023	Contract End Date (PO25): May 31, 2024
Contract Administrator (PO25): Cathie Figlewski			

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		Thermal Storage Tank Rehab	FY23	6000	1220	54010	2206703-5 4010	2.00	2.00
2	1	LO		Thermal Storage Tank Rehab	FY24	6000	1220	54010	2206703-5 4010	460,910.00	460,910.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 460,912.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. PP- Thermal Storage Tank Rehab
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez, Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 4/18/23 CB: 4/25/23
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