



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-3237	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$13,750.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/17/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$29,643.00
	CURRENT TERM TOTAL COST: \$15,893.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Midwest Environmental Consulting Services, Inc.	VENDOR #: 20794	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Barb Ward	VENDOR CONTACT PHONE: 630-553-3989	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagco.org
VENDOR CONTACT EMAIL: bward@mec-us.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 Midwest Environmental Consulting Services, Inc., for in-house employee Asbestos O & M Training/ Refresher Courses, for Facilities Management (\$7,080) and Public Works (\$970), & Asbestos Bulk Sampling, as needed (\$7,843), for Facilities Management, for the period March 22, 2023 through November 30, 2023, for a total contract amount not to exceed \$15,893, per MEC proposal #2309726; \$8,050 and Proposal #2309738; \$3,843 - PARTIAL ARPA ITEM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished OSHA regulations requires individual maintenance workers who come into contact with asbestos through their daily work activities to have asbestos awareness training. Asbestos bulk sampling is needed to see if areas need to be abated for projects.			

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: Midwest Environmental Consulting Services, Inc.	Vendor#: 20794	Dept: Facilities Management	Division:
Attn: Barb Ward	Email: bward@mec-us.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 2551 N. Bridge Street	City: Yorkville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60560	State: IL	Zip: 60187
Phone: 630-553-3989	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Midwest Environmental Consulting Services, Inc.	Vendor#: 20794	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Tim Harbaugh	Email: tim.harbaugh@dupageco.org
Address: 2551 N. Bridge Street	City: Yorkville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60560	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 3, 2023	Contract End Date (PO25): Nov 30, 2023
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		Facilities Management	FY23	1000	1100	53610		7,080.00	7,080.00
2	1	LO		Public Works	FY23	2000	2555	53610		970.00	970.00
3	1	LO		FM - Asbestos Sampling	FY23	1100	1215	54010	COVID-19_FM	3,843.00	3,843.00
4	1	LO		FM - Asbestos Sampling	FY23	1000	1100	53090		4,000.00	4,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 15,893.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Clara Gomez, and Amy Arlowe.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Provide in-house employee Asbestos O & M Training/Refresher Courses, for Facilities Management and Public Works, & Asbestos Bulk Sampling, as needed, for Facilities Management.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Facilities Management has spent \$13,750 with vendor and this purchase would exceed departmental level threshold, with a total vendor spent cost of \$28,673.00 for FY23. Partial ARPA Item- Job #22-00801
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