



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#: 24-2595	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$14,499.05
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/15/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$62,500.00
	CURRENT TERM TOTAL COST: \$48,000.95	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Johnson Controls, Inc.	VENDOR #: 10250	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Gabriele Waning (Manley)	VENDOR CONTACT PHONE: 866-854-4768	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: gabriele.manley@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, Inc., to furnish and deliver Johnson Controls parts as needed, for County campus, for Facilities Management, for the period December 01, 2023 through August 12, 2026, for a total contract amount not to exceed \$48,000.95. Contract let pursuant to the Intergovernmental Cooperation Act -Sourcewell cooperative contract #070121-JHN.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The campus facilities building management system was upgraded in 2012 to a Johnson Controls Open Protocol digital system to monitor and control fans, pumps , humidification, and ancillary HVAC equipment. It is necessary to provide replacement parts as needed for system repairs.			

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. Johnson Controls, Inc. holds Sourcewell contract #070121-JHN which allows the County to purchase Johnson Controls HVAC Systems related parts at significantly discounted prices off list. JCI offers no-minimum order requirements and free shipping.
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) Approve a contract purchase order to furnish and deliver Johnson Control Parts as needed, for Facilities Management, for a total contract amount of \$48,005.95. 2) Do not approve a contract purchase order to furnish and deliver Johnson Control Parts as needed, however staff does not recommend this as it is necessary to have access to parts readily available for repairs.

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, Inc.	Vendor#: 10250	Dept: Facilities Management	Division:
Attn: Gabriele Waning (Manley)	Email: gabriele.manley@jci.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 3007 Malmo Drive	City: Arlington Heights	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60005-4727	State: IL	Zip: 60187
Phone: 866-854-4768	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Johnson Controls, Inc.	Vendor#: 10250	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 730068	City: Dallas	Address: various loactions	City: Wheaton
State: TX	Zip: 75373	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Aug 12, 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		AUTO/MACH/EQUIP PARTS	FY24	1000	1100	52250		8,000.95	8,000.95
2	1	LO		AUTO/MACH/EQUIP PARTS	FY25	1000	1100	52250		20,000.00	20,000.00
3	1	LO		AUTO/MACH/EQUIP PARTS	FY26	1000	1100	52250		20,000.00	20,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 48,000.95

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver Johnson Controls parts as needed, for County campus, 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: 10/15/24 County Board: 10/22/24
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.