



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#: 24-0975	RFP, BID, QUOTE OR RENEWAL #: 24-024-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$70,057.50
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/02/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$280,230.00
	CURRENT TERM TOTAL COST: \$70,057.50	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Advanced Boiler Control Services, Inc.	VENDOR #: 11360	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Kathleen Rosenberg	VENDOR CONTACT PHONE: 219-558-8494	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: krosenberg@boiler-controls.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 Advanced Boiler Control Services, Inc., to provide Boiler Audit Testing, Tuning, Training, and Time & Material, at the Power Plant, for Facilities Management, for the period April 10, 2024 through April 9, 2025, for a total contract amount not to exceed \$70,057.50, per lowest responsible bid accepted in the best interests of the county, per staff's decision memo for bid #24-024-FM. (\$62,557.50 for Facilities Management and \$7,500 for Division of Transportation).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This procurement is necessary to satisfy the National Fire Protection Association (NFPA) Code Section 85. This code is the Boiler and Combustion Systems Hazards Code and is required to operate the heating systems of the Dupage County Complex. This procurement will additionally keep the County heating systems working in an efficient manner through proper tuning of equipment.			

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.
OTHER THAN LOWEST BID	

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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. Prior experience with lowest bid contractor unsatisfactory. Work was not performed up to expected standards. Equipment was left to operate in an un-safe and sub-standard state.
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. Staff recommends proceeding with the next lowest responsible bidder. ABCS has been used by the County in the past and their work has proven reliable and satisfactory. 2. Proceed with the lowest bidder and spend a significant amount of additional money to correct all the issues that may be encountered due to inadequate service. 3. Do nothing, which staff does not recommend.

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: Advanced Boiler Control Services, Inc.	Vendor#: 11360	Dept: Facilities Management	Division:
Attn: Kathleen Rosenberg	Email: krosenberg@boiler-controls.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 7515 Cline Avenue	City: Crown Point	Address: 421 N. County Farm Road	City: Wheaton
State: IN	Zip: 46307	State: IL	Zip: 60187
Phone: 219-558-8494	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Advanced Boiler Control Services, Inc.	Vendor#: 11360	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Daniel Perez	Email: daniel.perez@dupagecounty.gov
Address: 7515 Cline Avenue	City: Crown Point	Address: 410 N. County Farm Road	City: Wheaton
State: IN	Zip: 46307	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 10, 2024	Contract End Date (PO25): Apr 9, 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		REPAIR & MTCE OTHER EQUIPMENT	FY24	1000	1100	53370		24,656.25	24,656.25
2	1	LO		AUTO/MACH/EQUIP PARTS	FY24	1000	1100	52250		5,750.00	5,750.00
3	1	LO		INSTRUCTION & SCHOOLING	FY24	1000	1100	53610		1,744.00	1,744.00
4	1	LO		REPAIR & MTCE OTHER EQUIPMENT	FY24	1500	3510	53370		7,000.00	7,000.00
5	1	LO		REPAIR & MTCE OTHER EQUIPMENT	FY25	1000	1100	53370		24,656.25	24,656.25
6	1	LO		AUTO/MACH/EQUIP PARTS	FY25	1000	1100	52250		5,750.00	5,750.00
7	1	LO		INSTRUCTION & SCHOOLING	FY25	1000	1100	53610		1.00	1.00
8	1	LO		REPAIR & MTCE OTHER EQUIPMENT	FY25	1500	3510	53370		500.00	500.00
										Requisition Total	\$ 70,057.50

FY is required, assure the correct FY is selected.

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide Boiler Audit Testing, Tuning, Training, and Time & Material, at the Power Plant, 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: 04/02/24 County Board: 04/09/24
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