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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 26-2010	RFP, BID, QUOTE OR RENEWAL #: 26-053-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $16,409.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/04/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $16,409.00
	CURRENT TERM TOTAL COST: $16,409.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: Chicago United Industries LLC	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Brian Rovik
VENDOR CONTACT: Gabriela Jaime	VENDOR CONTACT PHONE: 312-786-1471	DEPT CONTACT PHONE #: x5705	DEPT CONTACT EMAIL: brian.rovik2@dupagecounty.gov
VENDOR CONTACT EMAIL: gjaime@cuiltd.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 Chicago United Industries LLC, to furnish and deliver a variable frequency drive, for the County Power Plant, for Facilities Management, for the period of August 4, 2026 through August 3, 2027 for a total contract amount not to exceed $16,409.00, per low bid #26-053-FM.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
A Variable Frequency Drive (VFD) is required for the installation and operation of the additional chilled water pump. The VFD will allow the new pump to integrate seamlessly with the existing chilled water system while providing the control necessary to match system demand.

Operating the pump with a VFD will improve overall system efficiency by adjusting motor speed based on cooling requirements, reducing energy consumption, minimizing mechanical wear, and extending equipment life. In addition, the VFD will enhance system performance by providing smoother operation, improved flow control, and greater operational flexibility.

This investment is essential to ensure the additional chilled water pump operates reliably, efficiently, and in alignment with the County's long-term goals of improving energy efficiency, reducing operating costs, and modernizing critical infrastructure.

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

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Chicago United Industries LLC	Vendor#:	Dept: Facilities Management	Division:
Attn: Gabriela Jaime	Email: gjaime@cuiltd.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 505 N. Lakeshore Dr., Ste. 205	City: Chicago	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60611	State: IL	Zip: 60187
Phone: 312-786-1471	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
Send Payments To:		*Ship to:*	
Vendor: SAME AS ABOVE	Vendor#:	Dept: Facilities Management	Division: Power Plant
Attn:	Email:	Attn: Gavin Carroll	Email: Gavin.Carroll@dupagecounty.gov
Address:	City:	Address: 410 N. County Farm Rd.	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: (630) 407-2687	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 4, 2026	Contract End Date (PO25): Aug 3, 2027

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		Variable Frequency Drive	FY26	6000	1220	54010	2602403	16,409.00	16,409.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 16,409.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver a Variable Frequency Drive for the County Power Plant.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send invoice to Vendor, Cathie Figlewski, Gavin Carroll, Brian Rovik and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. 8/4/26 PW
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.