



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-0624	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$20,494.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/01/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$20,494.00
	CURRENT TERM TOTAL COST: \$20,494.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Allied Instrumentaion	VENDOR #: 21794	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Jeff Schultz	VENDOR CONTACT PHONE: 612-704-3851	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: Jeff.Schultz@alliedinst.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 Allied Instrumentation, to furnish and deliver specified Yokogawa Oxygen Analyzer parts for Boilers #1 and #3 at the Power Plant, for Facilities Management, for the period through November 30, 2025, for a total contract amount not to exceed \$20,494, per 55 ILCS 5/5-1022 (c) not suitable for competitive bids – Sole Source -authorized parts and service provider for this area. Allied Instrumentation Quote #284468.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Installing working Oxygen Analyzers will allow us to activate O2 trim correction on the combustion control systems for the boilers. With active O2 trimming, the system is constantly analyzing the amount of excess air being provided for combustion. Fine tuning the required excess O2 will potentially net the county a fuel savings estimated to be as much as 2% annually.			

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.
SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)

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. SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES
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. The Yokogawa Corporation of America declares, Allied Instrumentation, having its Corporate HQ at 4419 State St. Riverdale, IA 52722, is the only distributor representative for Yokogawa Instrumentation Products. Purchasing product from outside of our official sales channel can result in Yokogawa's refusal to support installed products or possible recall action by the company.
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. Allied Instrumentation is the only distributor representative for Yokogawa Instrumentation Products for the following States: <ul style="list-style-type: none">• Illinois• Indiana• Iowa• Kansas• Michigan• Minnesota• Missouri• Nebraska• North Dakota• South Dakota• Wisconsin
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: Allied Instrumentation	Vendor#: 21794	Dept: Facilities Management	Division:
Attn: Andrew Zimmer	Email: andrewz@alliedinst.com / orders@alliedinst.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 4419 State Street	City: Riverdale	Address: 421 N. County Farm Road	City: Wheaton
State: IA	Zip: 52722	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Allied Instrumentation	Vendor#: 21794	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Daniel Perez	Email: daniel.perez@dupagecounty.gov
Address: PO Box 18596	City: Palatine	Address: 410 N County Farm Road	City: Wheaton
State: IL	Zip: 60055-8596	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): through	Contract End Date (PO25): Nov 30, 2025

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	FY25	1000	1100	52250		20,494.00	20,494.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 20,494.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver specified Yokogawa Oxygen Analyzer parts for Boilers #1 and #3 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: 04/01/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.