



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
MINUTETRAQ ID#: 25-0313	RFP, BID, QUOTE OR RENEWAL #: Omnia Partners #EV2370	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$37,340.32
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/04/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$37,340.32
	CURRENT TERM TOTAL COST: \$37,340.32	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Graybar Electric Company, Inc.	VENDOR #: 10124	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Stephen Pleli	VENDOR CONTACT PHONE: 630-893-3600	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupageco.org
VENDOR CONTACT EMAIL: stephen.pleli@graybar.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 Graybar Electric Company, Inc., to furnish and deliver electrical and lighting products, for the Power Plant Lighting and Fixture Replacement, for Facilities Management, for the period February 12, 2025 through August 11, 2025, for a total contract not to exceed \$37,340.32. Contract pursuant to the Intergovernmental Cooperation Act Omnia Partners Contract #EV-2370. Job #25-00503			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The lights for the DuPage County Power Plant are decades old that lack the energy efficiency and control mechanisms of modern lighting infrastructure. The current lighting system costs the County an estimated \$17,678.32/year in electricity. The new system is expected to cost \$2,566.37/ year in electricity and will save the County over \$15,000 annually, qualify for over \$15,000 in rebate dollars from ComEd, and give the County a payback time of 1.1 years. Further, this project will reduce the County's annual CO2 emissions by an estimated 163,920.45 lbs/year. Not only will this project continue to exemplify the County's fiscal responsibility, but also its energy and climate responsibility in accordance with their Strategic Plan.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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 (DPC4-107), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

<b>SECTION 3: DECISION MEMO</b>	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. Graybar Electric Company, Inc. holds OMNIA Partners Contract #EV-2370 which allows the County to purchase from a comprehensive product offering for power distribution, lighting, building management, facility maintenance and protection needs at significantly discounted prices. The OMNIA Partners program is a nonprofit national purchasing cooperative developed by governmental agencies. Utilizing the pooled power of public agencies nationwide the program lowers purchasing costs.
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 securing a contract to purchase items with Graybar Electric Company, Inc. through OMNIA Partners. Having the option to purchase items through a cooperative purchasing agreement gives staff the flexibility to obtain specific materials from previously vetted vendors which reduces lead and down times on critical projects. 2. The second option includes sending items out to bid, however this will not guarantee that prices will be lower.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Graybar Electric Company, Inc.	Vendor#: 10124	Dept: Facilities Management	Division:
Attn: Stephen Pleli	Email: stephen.pleli@graybar.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 900 Regency Drive	City: Glendale Heights	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60139	State: IL	Zip: 60187
Phone: 630-893-3600	Fax: 630-671-6600	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Graybar Electric Company, Inc.	Vendor#: 10124	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Rob Quigley / Ian Johnstone	Email:
Address: 12431 Collections Center Dr.	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60693	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 12, 2025	Contract End Date (PO25): Aug 11, 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		Electrical Supplies	FY25	6000	1220	54010	2500503	37,340.32	37,340.32
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 37,340.32

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver electrical and lighting products, for the Power Plant Lighting and Fixture Replacement, 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: 02/04/25 County Board: 02/11/25 Job #25-00503 Power Plant - Lighting and Fixture Replacement
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