



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#: 26-0702	RFP, BID, QUOTE OR RENEWAL #: 26-017-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$194,150.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$194,150.00
	CURRENT TERM TOTAL COST: \$194,150.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: MG Mechanical Contracting, LLC	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Cathie Figlewski
VENDOR CONTACT: Pat Hudgens	VENDOR CONTACT PHONE: 815-334-9450	DEPT CONTACT PHONE #: 5665	DEPT CONTACT EMAIL: catherine.figlewski@dupagecounty.gov
VENDOR CONTACT EMAIL: estimating@mgmechanical.net	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 MG Mechanical Contracting, LLC, to furnish and install replacement utility exhaust fans on County campus, for Facilities Management, for the period March 10, 2026 to March 9, 2027, for a total contract amount not to exceed \$194,150, per lowest, responsible bid #26-017-FM.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The utility exhaust fans have reached or neared end of life and are in need of replacement. New exhaust fans will allow for increased efficiency, reduced energy consumption and required ventilation for the campus tunnel system.

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: MG Mechanical Contracting, LLC	Vendor#:	Dept: Facilities Management	Division:
Attn: Kim Gibson	Email: estimating@mgmechanical.net	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 1513 Lamb Rd	City: Woodstock	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60098	State: IL	Zip: 60187
Phone: 815-334-9450	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: MG Mechanical Contracting, LLC	Vendor#:	Dept: Facilities Management	Division: Power Plant
Attn: Project Accounting	Email: estimating@mgmechanical.net	Attn: Gavin Carroll	Email: gavin.carroll@dupagecounty.gov
Address: 1513 Lamb Rd	City: Woodstock	Address: 410 N. County Farm Rd	City: Wheaton
State: IL	Zip: 60098	State: IL	Zip: 60187
Phone: 815-334-9450	Fax:	Phone: 630-407-2687	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 10, 2026	Contract End Date (PO25): Mar 9, 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		Exhaust Fan Replacement	FY26	6000	1220	54010	2303903	176,500.00	176,500.00
2	1	LO		Contingency	FY26	6000	1220	54010	2303903	17,649.00	17,649.00
3	1	LO		Contingency	FY27	6000	1220	54010	2303903	1.00	1.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 194,150.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Utility Exhaust Fan Replacement
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez and Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 3/3/26 CB: 3/10/26
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.