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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 25-2357	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $163,693.34
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/21/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $163,693.34
	CURRENT TERM TOTAL COST: $163,693.34	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: Interstate Power Systems, Inc.	VENDOR #: 12677	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Scott Sell / Melissa Halagarda	VENDOR CONTACT PHONE: 262-783-8705 / 262-505-2870	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: scott.sell@istate.com / Melissa.Halagarda@istate.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 purchase order to Interstate Power Systems, Inc., to provide parts and labor for scheduled preventive maintenance, and on an as needed basis to maintain and repair generators at the Stand by Power Facility, for Facilities Management, for the period January 01, 2026 through December 31, 2028 for a total contract amount not to exceed $163,693.34, per 55 ILCS 5/5-1022 “Competitive Bids” (c) not suitable for competitive bids - authorized parts and service provider for this area.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Regular preventative maintenance is essential to ensure the generators are available as necessary during losses of normal source power. Additionally, since our warranty has expired additional monies maybe required to cover necessary repairs revealed by the regurlar inspections.

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 2-355 (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. Interstate is the authorized parts and service provider with trained technicians and appropriate software for the MTU Onsite Power, the original equipment manufacturer of the generators.
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. N/A
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. The generator engines were built in Germany. Per MTU website, Interstate is the only local and nationwide provider with parts and inventory for these units.

SECTION 5: Purchase Requisition Information

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Interstate Power Systems, Inc.	Vendor#: 12677	Dept: Facilities Management	Division:
Attn: Scott Sell / Melissa Halagarda	Email: scott.sell@istate.com / Melissa.Halagarda@istate.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 2901 E 78th Street	City: Minneapolis	Address: 421 N. County Farm Road	City: Wheaton
State: MN	Zip: 55425-1501	State: IL	Zip: 60187
Phone: 262-783-8705	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
Send Payments To:		*Ship to:*	
Vendor: Interstate Power Systems, Inc.	Vendor#: 12677	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Rob Quigley	Email: robert.quigley@dupagecounty.gov
Address: PO Box 1450	City: Minneapolis	Address: 416 N. County Farm Road	City: Wheaton
State: MN	Zip: 55485-7244	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-514-3732	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 1, 2026	Contract End Date (PO25): Dec 31, 2028

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		PM / Labor / Parts	FY26	1000	1100	53300		54,564.44	54,564.44
2	1	LO		PM / Labor / Parts	FY27	1000	1100	53300		54,564.45	54,564.45
3	1	LO		PM / Labor / Parts	FY28	1000	1100	53300		54,564.45	54,564.45
FY is required, ensure the correct FY is selected.										Requisition Total	$ 163,693.34

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide parts and labor for scheduled preventive maintenance and on an as needed basis, to maintain and repair generators at the Stand by Power Facility, 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: 10/21/25 County Board: 10/28/25
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.