

Procurement Review Comprehensive Checklist Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST:		
25-2357		OTHER	\$163,693.34		
COMMITTEE:	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:		
PUBLIC WORKS	10/21/2025	0/21/2025 3 MONTHS			
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:		
\$163,693.34		THREE YEARS	INITIAL TERM		
Vendor Information		Department Information			
VENDOR:	VENDOR #:	DEPT:	DEPT CONTACT NAME:		
Interstate Power Systems, Inc.	erstate Power Systems, Inc. 12677		Mary Ventrella		
VENDOR CONTACT: VENDOR CONTACT PHONE:		DEPT CONTACT PHONE #:	DEPT CONTACT EMAIL:		
Scott Sell / Melissa Halagarda 262-783-8705 / 262-505-2870		630-407-5705	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 Informat	ion			
Send Pur	chase 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: City: 421 N. County Farm Road Wheaton				
State: MN	Zip: 55425-1501	State:	Zip: 60187			
Phone: 262-783-8705	Fax:	Phone: Fax: 630-407-5700 630-407-5701				
Send Payments To:		Ship to:				
Vendor: Interstate Power Systems, Inc.	Vendor#: 12677	Dept: Division: Facilities Management				
Attn:	Email:	Attn: Email: robert.quigley@dupagecc				
Address: PO Box 1450	City: Minneapolis	Address: City: 416 N. County Farm Road Wheaton				
State: MN	Zip: 55485-7244	State: 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.				