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 #: OMNIA #02-125	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $55,089.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 12/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $55,089.00
	CURRENT TERM TOTAL COST: $55,089.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		Department Information	
VENDOR: Hill Mechanical Corp.	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Jessica Hay	VENDOR CONTACT PHONE: 224-545-2206	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: jessica.hay@hillgrp.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-03	

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 Hill Mechanical Corp. to purchase and install two (2) New Gas Unit Heaters at the 180 Bldg for the Division of Transportation, for the period December 10, 2025 through November 30, 2026, for a contract total not to exceed $55,089.00; contract pursuant to the Intergovernmental Cooperation Act (OMNIA #02-125).

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

The purchase and installation of two (2) New Gas Unit Heaters will ensure technicians can work safely and effectively during cold weather, preventing delays in vehicle maintenance and repairs. Maintaining appropriate temperatures also protects tools, equipment, and sensitive vehicle components from cold-related issues.

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.

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. This contract was setup using the cooperative OMNIA Contract #02-125.
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. Facilities & DOT staff recommends issuing a purchase order to Hill Mechanical Corp, using the OMNIA Contract #02-125. 2. The OMNIA cooperative has proven to be cost savings over going out to bid.

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Hill Mechanical Corp.	Vendor#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: Jessica Hay	Email: jessica.hay@hillgrp.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 11045 Gage Avenue	City: Franklin Park	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60131	State: IL	Zip: 60187
Phone: 224-545-2206	Fax:	Phone: 630-407-6900	Fax:
Send Payments To:		*Ship to:*	
Vendor: Hill Mechanical Corp.	Vendor#:	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: same as above.	City:	Address: 180 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6931	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 10, 2025	Contract End Date (PO25): Nov 30, 2026

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	EA	250mbh	Two (2) New Gas Unit Heaters & Performance Bond	FY26	1500	3520	52000		40,289.00	40,289.00
2	1	EA		Installation	FY26	1500	3520	53300		14,800.00	14,800.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 55,089.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To purchase and install of two (2) New Gas Unit Heaters for the DOT Fleet Department.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Jessica Hays, William Bell, Roula Eikosidekas and Mike Figuray.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. see above.
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.