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 #: 24-069-SWM	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: $153,224.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 07/02/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $153,224.00
	CURRENT TERM TOTAL COST: $153,224.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: BME Electric, Inc	VENDOR #:	DEPT: Stormwater Management	DEPT CONTACT NAME: Jamie Lock
VENDOR CONTACT: Melissa Moran	VENDOR CONTACT PHONE: 708-228-3154	DEPT CONTACT PHONE #: 630-407-6705	DEPT CONTACT EMAIL: jamie.lock@dupagecounty.gov
VENDOR CONTACT EMAIL: mjmoran@bmeelectric.net	VENDOR WEBSITE:	DEPT REQ #: 1600-2416	

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.).
$153,224.00. Purchase of Diesel Emergency Engine Generator for the Armstrong Park Flood Control Facility, $153,224, per lowest responsible bid #24-069-SWM

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The Armstrong Park Flood Control Facility operates using a series of pumps associated with a control panel in order to provide flood relief to the surrounding communities. During a power outage, these pumps are unable to operate. An emergency diesel engine generator will allow for continuous operation of the facility, including during power loss.

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: BMI Electric, Inc.	Vendor#:	Dept: Stormwater Management	Division:
Attn: Melissa Moran	Email: mjmoran@bmeelectric.net	Attn: Jamie Lock	Email: Jamie.Lock@dupagecounty.gov
Address: 9935 S 76th Ave, Unit A	City: Bridgeview	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60455	State: IL	Zip: 60187
Phone: 708-228-3154	Fax:	Phone:	Fax:
Send Payments To:		*Ship to:*	
Vendor: same	Vendor#:	Dept: same	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): 7/9/2024	Contract End Date (PO25): 11/30/2025

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		Diesel Emergency Engine Generator	FY25	1600	3000	54110		153,224.00	153,224.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 153,224.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.