



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2839	RFP, BID, QUOTE OR RENEWAL #: 25-123-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$107,558.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 12/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$107,558.00
	CURRENT TERM TOTAL COST: \$107,558.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Mechanical, Inc. d/b/a Helm Mechanical / Helm Service	VENDOR #: 39151	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Kathy Nebel	VENDOR CONTACT PHONE: 630-891-3400	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: knebel@helmgroupp.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 to Mechanical, Inc. d/b/a Helm Mechanical / Helm Service, to furnish, deliver, and install a domestic hot water storage tank for the Jail, for Facilities Management, for the period December 10, 2025 through December 9, 2026 for a contract total amount not to exceed \$107,558.00, per lowest responsible bid #25-123-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The existing laundry hot water storage tank was installed in 1992 and has developed major leaks due to excessive corrosion. The laundry is currently without hot water. The new tank will restore hot water service to the laundry facility.			

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: Mechanical, Inc. d/b/a Helm Mechanical / Helm Service	Vendor#: 39151	Dept: Facilities Management	Division:
Attn: Kathy Nebel	Email: knebel@helmgroupp.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 900 Oakmont Lane, Suite 200	City: Westmont	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60559	State: IL	Zip: 60187
Phone: 630-891-3400	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Mechanical, Inc. d/b/a Helm Mechanical / Helm Service	Vendor#: 39151	Dept: Facilities Management	Division:
Attn: Marcia Thill	Email: mthill@helmgroupp.com	Attn: Gavin Carroll	Email: gavin.carroll@dupagecounty.gov
Address: 2279 E Yellow Creek Road, PO Box 690	City: Freeport	Address: 501 N. County Farm Road	City: Wheaton
State: IL	Zip: 60132	State: IL	Zip: 60187
Phone: 630-891-3400	Fax:	Phone: 630-918-4933	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 10, 2025	Contract End Date (PO25): Dec 9, 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	LO		Labor and Material	FY26	6000	1220	54010	2504429	97,780.00	97,780.00
2	1	LO		Contingency	FY26	6000	1220	54010	2504429	9,778.00	9,778.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 107,558.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish, deliver, and install a domestic hot water storage tank for the Jail, 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 Work Committee: 12/02/25 County Board: 12/09/25 Job #25-04429
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.