



# Procurement Review Comprehensive Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 25-0680	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$1,717,934.81
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/18/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,717,934.81
	CURRENT TERM TOTAL COST: \$1,717,934.81	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: TGA Park 88, LLC	VENDOR #: 32133	DEPT: Facilities Management	DEPT CONTACT NAME: Tim Harbaugh
VENDOR CONTACT: Sean Henrick	VENDOR CONTACT PHONE: 847-518-3215	DEPT CONTACT PHONE #: 630-407-5700	DEPT CONTACT EMAIL: Tim.Harbaugh@dupagecounty.gov
VENDOR CONTACT EMAIL: sean.henrick@cushwake.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
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 the Sixth Amendment to the Lease Agreement between the County of DuPage and TGA Park 88, LLC, for the lease of warehouse space for the storage of DuPage County election equipment, for the County Clerk, for Facilities Management, for the forty-eight (48) month period, August 1, 2025, through July 31, 2029, for a total contract amount not to exceed \$1,717,934.81.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The current Lease Term is scheduled to expire on July 31, 2025, the County of Dupage and TGA Park 88, LLC desire to extend the Lease Term for an additional forty-eight (48) full calendar months from such expiration date and to amend the terms and conditions of the lease.			

### 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.
OTHER THAN LOWEST BID	

### SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Rental rates were negotiated by County Staff and are below market rates for warehouse space in DuPage County.
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) Rental rates have increased based on rising demand for warehouse space, and diminishing availability of space. A market analysis was completed in the fall of 2024 and determined the rent is a fair market value. 2) Do not extend the lease.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: TGA Park 88, LLC	Vendor#: 32133	Dept: Facilities Management	Division:
Attn: Sean Henrick	Email: sean.henrick@cushwake.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 9500 W. Bryn Mawr, Ste 600	City: Rosemont	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60018	State: IL	Zip: 60187
Phone: 847-518-3215	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept: N/A	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): Aug 1, 2025	Contract End Date (PO25): Jul 31, 2029

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		Lease of Building	FY25	1000	1100	54000	700	124,981.84	124,981.84
2	1	LO		Lease of Building	FY26	1000	1100	54000	700	385,924.32	385,924.32
3	1	LO		Lease of Building	FY27	1000	1100	54000	700	420,495.76	420,495.76
4	1	LO		Lease of Building	FY28	1000	1100	54000	700	460,276.94	460,276.94
5	1	LO		Lease of Building	FY29	1000	1100	54000	700	326,255.95	326,255.95
<b>FY is required, ensure the correct FY is selected.</b>										Requisition Total	\$ 1,717,934.81

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Lease for Election Warehouse
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez, Katie Boffa and Chad Pierce.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 3/18/25 CB: 3/25/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.