



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#: 23-1920	RFP, BID, QUOTE OR RENEWAL #: 23-056-FM	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$3,250,500.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/06/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$3,250,500.00
	CURRENT TERM TOTAL COST: \$3,250,500.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Commercial Mechanical, Inc.	VENDOR #: 13285	DEPT: Facilities Management	DEPT CONTACT NAME: Gavin Carroll
VENDOR CONTACT: Mike Campeggio	VENDOR CONTACT PHONE: 309-243-7768 Ext. 237	DEPT CONTACT PHONE #: x2687	DEPT CONTACT EMAIL: gavin.carroll@dupageco.org
VENDOR CONTACT EMAIL: Mike@cmipiping.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 a contract to Commercial Mechanical, Inc., for the Replacement of Air Handling Units S-1 & S-2 in Room G15, S-6 in Penthouse A and S-8 in Penthouse B at the Care Center, for Facilities Management, for the period June 13, 2023, through November 30, 2024, for a total contract amount not to exceed \$3,250,500 (\$1,900,000 CDBG Funded & \$1,350,500 ARPA Funded), per lowest responsible bid #23-056-FM. PARTIAL ARPA ITEM			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Air handling units are necessary to provide the conditioned air for the building, the existing units (AHU's S-1, S-2, S-6 and S-8) have outlived their useful life and need to be replaced.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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: Commercial Mechanical, Inc.	Vendor#: 13285	Dept: Facilities Management	Division:
Attn: Mike Campeggio	Email: Mike@cmipiping.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 50 North First Street	City: Dunlap	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 61525	State: IL	Zip: 60187
Phone: 309-243-7768 Ext. 237	Fax: 309-243-9842	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Commercial Mechanical, Inc.	Vendor#: 13285	Dept: Facilities Management	Division:
Attn: Diane Powers	Email: Diane@cmipiping.com	Attn: Gavin Carroll	Email: gavin.carroll@dupageco.org
Address: P.O. Box 368	City: Dunlap	Address: 400 N. County Farm Rd.	City: Wheaton60187
State: IL	Zip: 61525	State: IL	Zip: 60187
Phone: 309-243-7768 Ext. 214	Fax:	Phone: 630-918-4933	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 13, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25): Cathie Figlewski			

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		Building Improvements - CDBG	FY23	1200	2040	54010		300,000.00	300,000.00
2	1	LO		Building Improvements - CDBG	FY24	1200	2040	54010		1,588,250.00	1,588,250.00
3	1	LO		Building Improvements - ARPA	FY24	1100	1215	54010	2206004	1,066,750.00	1,066,750.00
4	1	LO		Contingency - CDBG	FY24	1200	2040	54010		11,750.00	11,750.00
5	1	LO		Contingency - ARPA	FY24	1100	1215	54010	2206004	283,750.00	283,750.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 3,250,500.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. AHU Replacement at Care Center (CDBG & ARPA)
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Christine Kliebhan, Katie Boffa and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 6/6/23 CB: 6/13/23
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: ☐ W-9 ☒ Vendor Ethics Disclosure Statement