



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

SECTION 1: DESCRIPTION

| General Tracking | | Contract Terms | |
|--|--|---|--|
| FILE ID#: 25-2012 | RFP, BID, QUOTE OR RENEWAL #: 23-099-FM | INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD | INITIAL TERM TOTAL COST: \$135,912.00 |
| COMMITTEE: PUBLIC WORKS | TARGET COMMITTEE DATE: 09/16/2025 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$274,744.00 |
| | CURRENT TERM TOTAL COST: \$138,832.00 | MAX LENGTH WITH ALL RENEWALS: FOUR YEARS | CURRENT TERM PERIOD: FIRST RENEWAL |
| Vendor Information | | Department Information | |
| VENDOR: GenServe LLC | VENDOR #: 41555 | DEPT: Facilities Management | DEPT CONTACT NAME: Mary Ventrella |
| VENDOR CONTACT: Chris Rizzo | VENDOR CONTACT PHONE: 630-462-7770 | DEPT CONTACT PHONE #: 630-407-5705 | DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov |
| VENDOR CONTACT EMAIL: chrisr@genserveinc.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 GenServe LLC, for semi-annual inspection, preventive maintenance, and emergency call out service for campus backup emergency generators, for the two-year period November 1, 2025 through October 31, 2027, for a contract total amount not to exceed \$138,832 per renewal option under bid award #23-099-FM. First and final option to renew. (\$97,920 for Facilities Management, \$15,000 for the Division of Transportation, \$9,912 for Stormwater, and \$16,000 for ETSB) | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Semi-annual inspections, routine preventive maintenance, and emergency call-out services is necessary to keep the campus fourteen (14), Stormwater's four (4), and the Sheriff's one (1) backup emergency generators in reliable working condition in the event of a power outage. | | | |

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. |
| RENEWAL | |
| 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: GenServe LLC | Vendor#: 41555 | Dept: Facilities Management | Division: |
| Attn: Chris Rizzo | Email: chrisr@genserveinc.com | Attn: | Email: FMAccountsPayable@dupagecounty.gov |
| Address: 444 Randy Road | City: Carol Stream | Address: 421 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 6018 | State: IL | Zip: 60187 |
| Phone: 630-462-7770 | Fax: | Phone: 630-407-5700 | Fax: 630-407-5701 |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: GenServe LLC | Vendor#: 41555 | Dept: Facilities Management | Division: |
| Attn: | Email: | Attn: | Email: |
| Address: PO Box 23974 | City: New York | Address: various locations | City: Wheaton |
| State: NY | Zip: 10087-3974 | State: IL | Zip: 60187 |
| Phone: 800-247-7215 | Fax: | Phone: | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Nov 1, 2025 | Contract End Date (PO25): Oct 31, 2027 |

| 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 | | Facilities Management | FY25 | 1000 | 1100 | 53300 | | 1.00 | 1.00 |
| 2 | 1 | LO | | Division of Transportation | FY25 | 1500 | 3510 | 53300 | | 5,000.00 | 5,000.00 |
| 3 | 1 | LO | | Emergency Telephone System Board (ETSB) | FY25 | 4000 | 5820 | 53300 | | 1,500.00 | 1,500.00 |
| 4 | 1 | LO | | Stormwater | FY25 | 1600 | 3000 | 53300 | | 0.00 | 0.00 |
| 5 | 1 | LO | | Facilities Management | FY26 | 1000 | 1100 | 53300 | | 40,000.00 | 40,000.00 |
| 6 | 1 | LO | | Division of Transportation | FY26 | 1500 | 3510 | 53300 | | 5,000.00 | 5,000.00 |
| 7 | 1 | LO | | Emergency Telephone System Board (ETSB) | FY26 | 4000 | 5820 | 53300 | | 9,000.00 | 9,000.00 |
| 8 | 1 | LO | | Stormwater | FY26 | 1600 | 3000 | 53300 | | 4,956.00 | 4,956.00 |
| 9 | 1 | LO | | Facilities Management | FY27 | 1000 | 1100 | 53300 | | 57,919.00 | 57,919.00 |
| 10 | 1 | LO | | Division of Transportation | FY27 | 1500 | 3510 | 53300 | | 5,000.00 | 5,000.00 |
| 11 | 1 | LO | | Emergency Telephone System Board (ETSB) | FY27 | 4000 | 5820 | 53300 | | 5,500.00 | 5,500.00 |
| 12 | 1 | LO | | Stormwater | FY27 | 1600 | 3000 | 53300 | | 4,956.00 | 4,956.00 |
| <i>FY is required, ensure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 138,832.00 |

| Comments | |
|----------------------|--|
| HEADER COMMENTS | Provide comments for P020 and P025. Provide Semi-Annual Inspections, PM and Emergency Call out Service for campus backup emergency generators. |
| 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, Clara Gomez., Kathy Black Curcio, Sarah Hunn, and Eve Kraus. |
| INTERNAL NOTES | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 09/16/25 County Board: 09/23/25 |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |