



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 23-2435	RFP, BID, QUOTE OR RENEWAL #: 22-080-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$158,945.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/01/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$378,695.00
	CURRENT TERM TOTAL COST: \$73,250.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Fox Valley Fire & Safety Company	VENDOR #: 11067	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Jon Ofenlock	VENDOR CONTACT PHONE: 847-695-5990	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupageco.org
VENDOR CONTACT EMAIL: JonOfenlock@foxvalley.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 Fox Valley Fire & Safety Company for preventative maintenance, testing and repair of the Non-Edwards System Technology Fire Alarm and Life Safety Systems for County facilities, for the period August 28, 2023 through August 27, 2024, for a total contract amount not to exceed \$73,250.00 (\$60,000 for Facilities Management, \$1,800 for Animal Services, \$2,450.00 for Division of Transportation, \$9,000 for Public Works), per renewal option under bid award #22-080-FM, first option to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The City of Wheaton Ordinance fire prevention code, BOCA 1990, NFPA requires quarterly and semi-annual life safety testing and inspection of the County facilities' fire alarms and sprinkler systems.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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.

<b>SECTION 3: DECISION MEMO</b>	
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

<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: Fox Valley Fire & Safety Company	Vendor#: 11067	Dept: Facilities Management	Division:
Attn: Jon Ofenlock	Email: JonOfenlock@foxvalley.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 2730 Pinnacle Drive	City: Elgin	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60124	State: IL	Zip: 60187
Phone: 847-695-5990	Fax: 847-695-3699	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Fox Valley Fire & Safety Company	Vendor#: 11067	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 2730 Pinnacle Drive	City: Elgin	Address: various locations	City: Wheaton
State: IL	Zip: 60124	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 28, 2023	Contract End Date (PO25): Aug 27, 2024
Contract Administrator (PO25): Mary Ventrella			

**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	FY23	1000	1100	53300		5,000.00	5,000.00
2	1	LO		Animal Services	FY23	1100	1300	53300		635.00	635.00
3	1	LO		Division of Transportation	FY23	1500	3510	53300		1,000.00	1,000.00
4	1	LO		Public Works - Woodridge & Knollwood	FY23	2000	2555	53300		500.00	500.00
5	1	LO		Public Works - Marionbrook	FY23	2000	2665	53300		4,500.00	4,500.00
6	1	LO		Facilities Management	FY24	1000	1100	53300		55,000.00	55,000.00
7	1	LO		Animal Services	FY24	1100	1300	53300		1,165.00	1,165.00
8	1	LO		Division of Transportation	FY24	1500	3510	53300		1,450.00	1,450.00
9	1	LO		Public Works - Woodridge & Knollwood	FY24	2000	2555	53300		2,500.00	2,500.00
10	1	LO		Public Works - Marionbrook	FY24	2000	2665	53300		1,500.00	1,500.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 73,250.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Provide preventative maintenance, testing and repair of the Non-Edwards System Technology Fire Alarm and Life Safety Systems for County facilities.
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, Kristie Lecaros, Kathy Black, and Sandra Martinez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 08/01/23 County Board: 08/08/23
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