



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#: 23-3247	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: 10/17/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$271,824.00
	CURRENT TERM TOTAL COST: \$135,912.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: GenServe LLC	VENDOR #: 41555	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Jake Brown	VENDOR CONTACT PHONE: 630-462-7280	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupageco.org
VENDOR CONTACT EMAIL: jakeb@genserveinc.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 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, 2023 through October 31, 2025, for a contract total amount not to exceed \$135,912 per lowest responsible bid #23-099-FM. (\$96,000 for Facilities Management, \$5,000 for Animal Services, \$10,000 for the Division of Transportation, \$9,912 for Stormwater, and \$15,000 for ETSB)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Contract to provide 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. 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: GenServe LLC	Vendor#: 41555	Dept: Facilities Management	Division:
Attn: Jake Brown	Email: jakeb@genserveinc.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 444 Randy Rd	City: Carol Stream	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60188	State: IL	Zip: 60187
Phone: 630-462-7280	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: Accounts Payable	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, 2023	Contract End Date (PO25): Oct 31, 2025
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		1.00	1.00
2	1	LO		Animal Services	FY23	1100	1300	53300		1.00	1.00
3	1	LO		Division of Transportation	FY23	1500	3510	53300		250.00	250.00
4	1	LO		Emergency Telephone System Board (ETSB)	FY23	4000	5820	53300		3,750.00	3,750.00
5	1	LO		Facilities Management	FY24	1000	1100	53300		25,000.00	25,000.00
6	1	LO		Animal Services	FY24	1100	1300	53300		2,500.00	2,500.00
7	1	LO		Division of Transportation	FY24	1500	3510	53300		4,750.00	4,750.00
8	1	LO		Stormwater	FY24	1600	3000	53300		4,956.00	4,956.00
9	1	LO		Emergency Telephone System Board (ETSB)	FY24	4000	5820	53300		7,500.00	7,500.00
10	1	LO		Facilities Management	FY25	1000	1100	53300		70,999.00	70,999.00
11	1	LO		Animal Services	FY25	1100	1300	53300		2,499.00	2,499.00
12	1	LO		Division of Transportation	FY25	1500	3510	53300		5,000.00	5,000.00
13	1	LO		Stormwater	FY25	1600	3000	53300		4,956.00	4,956.00
14	1	LO		Emergency Telephone System Board (ETSB)	FY25	4000	5820	53300		3,750.00	3,750.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 135,912.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide Semi-Annual inspection, 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, Kristie Lecaros, 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: 10/17/23 County Board: 10/24/23
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