



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#: 25-0685	RFP, BID, QUOTE OR RENEWAL #: 23-031-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$74,773.30
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/18/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$147,408.74
	CURRENT TERM TOTAL COST: \$36,317.72	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Facility Gateway Corporation	VENDOR #: 41573	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Sara Hull	VENDOR CONTACT PHONE: 608-838-4969	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: shull@facilitygateway.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 Facility Gateway Corporation, to provide uninterrupted power supply (UPS) preventive maintenance and on-call emergency repair service as needed, for Facilities Management and the Emergency Telephone System Board (ETSB), for the period April 1, 2025 through March 31, 2026, for a total contract amount not to exceed \$36,317.72, per renewal option under bid award #23-031-FM. First option to renew. (\$30,317.72 for Facilities Management and \$6,000 for ETSB)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Information Technology, Standby Power Facility, Power Plant, Sheriff, DU-COMM, ETSB and the Addison Consolidated Dispatch Center (ACDC) need assurance that their uninterrupted power supply (UPS) is in good working order in case 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

<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: Facility Gateway Corporation	Vendor#: 41573	Dept: Facilities Management	Division:
Attn: Sara Hull	Email: shull@facilitygateway.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 4916 E. Broadway	City: Madison	Address: 421 N. County Farm Road	City: Wheaton
State: WI	Zip: 53716	State: IL	Zip: 60187
Phone: 608-838-4696	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Facility Gateway Corporation	Vendor#: 41573	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Rob Quigley	Email: robert.quigley@dupagecounty.gov
Address: 4916 E. Broadway	City: Madison	Address: various locations	City: Wheaton
State: WI	Zip: 53716	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2025	Contract End Date (PO25): Mar 31, 2026

**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		UPS PM & EMG REPAIR - FM	FY25	1000	1100	53330		7,658.86	7,658.86
2	1	LO		UPS PM & EMG REPAIR - ETSB	FY25	4000	5820	53370		3,000.00	3,000.00
3	1	LO		UPS PM & EMG REPAIR - FM	FY26	1000	1100	53300		22,658.86	22,658.86
4	1	LO		UPS PM & EMG REPAIR - ETSB	FY26	4000	5820	53370		3,000.00	3,000.00
										Requisition Total	\$ 36,317.72

***FY is required, ensure the correct FY is selected.***

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Provide uninterrupted power supply (UPS) preventive maintenance and on-call emergency repair service as needed, for Facilities Management and the Emergency Telephone System Board (ETSB).
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, and Eve Krause
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 03/18/25 County Board: 03/25/25 ETSB: 03/12/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.