



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#: 24-3114	RFP, BID, QUOTE OR RENEWAL #: Omina Partners #EV2370	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$852,160.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 12/03/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$852,160.00
	CURRENT TERM TOTAL COST: \$852,160.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Graybar Electric Company, Inc.	VENDOR #: 10124	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Stephen Pleli	VENDOR CONTACT PHONE: 630-893-3600	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: stephen.pleli@graybar.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 Graybar Electric Company, Inc., to furnish and deliver electrical, lighting, data & communication, networking, and security products, as needed for various County facilities, for Facilities Management, Public Works, Stormwater, and the Division of Transportation, for the period February 1, 2025 through January 31, 2029, for a total contract not to exceed \$852,160. (Facilities Management \$455,000, Public Works \$345,000, Stormwater \$32,000, and the Division of Transportation \$20,160) Contract pursuant to the Intergovernmental Cooperation Act Omnia Partners Contract #EV-2370.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished In order to be cost effective and efficient, County electrical staff perform electrical repairs, routine and preventive maintenance, building improvements, and various projects throughout the County facilities.			

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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Graybar Electric Company, Inc. holds OMNIA Partners Contract #EV-2370 which allows the County to purchase from a comprehensive product offering for power distribution, lighting, building management, facility maintenance and protection needs at significantly discounted prices. The OMNIA Partners program is a nonprofit national purchasing cooperative developed by governmental agencies. Utilizing the pooled power of public agencies nationwide the program lowers purchasing costs.
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). 1. Staff recommends securing a contract to purchase items with Graybar Electric Company, Inc. through OMNIA Partners. Having the option to purchase items through a cooperative purchasing agreement gives staff the flexibility to obtain specific materials from previously vetted vendors which reduces lead and down times on critical projects. 2. The second option includes sending items out to quote or bid, however this is not recommended due to the quantity and frequency of small value items that would need to be quote or bid.

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: Graybar Electric Company, Inc.	Vendor#: 10124	Dept: Facilities Management	Division:
Attn: Stephen Pleli	Email: stephen.pleli@graybar.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 900 Regency Lane	City: Glendale Heights	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60139	State: IL	Zip: 60187
Phone: 630-893-3600	Fax: 630-671-6600	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Graybar Electric Company, Inc.	Vendor#: 10124	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 12431 Collections Center Dr,	City: Chicago	Address: various locations	City: Wheaton
State: IL	Zip: 60693	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 1, 2025	Contract End Date (PO25): Jan 31, 2029

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		FM - Electrical Supplies	FY25	1000	1100	52270		100,000.00	100,000.00
2	1	LO		DOT - Electrical Supplies	FY25	1500	3510	52270		2,100.00	2,100.00
3	1	LO		DOT - Electrical Supplies	FY25	1500	3520	52270		2,100.00	2,100.00
4	1	LO		SW - Electrical Supplies	FY25	1600	3000	52270		5,000.00	5,000.00
5	1	LO		PW - Sewer Elec Equipment	FY25	2000	2555	52000		5,000.00	5,000.00
6	1	LO		PW - Sewer Elec Supplies	FY25	2000	2555	52200		25,000.00	25,000.00
7	1	LO		PW - Sewer Elec Parts	FY25	2000	2555	52250		35,000.00	35,000.00
8	1	LO		PW - Water Elec Parts	FY25	2000	2640	52250		10,000.00	10,000.00
9	1	LO		FM - Electrical Supplies	FY26	1000	1100	52270		110,000.00	110,000.00
10	1	LO		DOT - Electrical Supplies	FY26	1500	3510	52270		2,520.00	2,520.00
11	1	LO		DOT - Electrical Supplies	FY26	1500	3520	52270		2,520.00	2,520.00
12	1	LO		SW - Electrical Supplies	FY26	1600	3000	52270		8,000.00	8,000.00
13	1	LO		PW - Sewer Elec Equipment	FY26	2000	2555	52000		5,000.00	5,000.00
14	1	LO		PW - Sewer Elec Supplies	FY26	2000	2555	52200		25,000.00	25,000.00
15	1	LO		PW - Sewer Elec Parts	FY26	2000	2555	52250		45,000.00	45,000.00
16	1	LO		PW - Water Elec Parts	FY26	2000	2640	52250		10,000.00	10,000.00
17	1	LO		FM - Electrical Supplies	FY27	1000	1100	52270		110,000.00	110,000.00
18	1	LO		DOT - Electrical Supplies	FY27	1500	3510	52270		2,520.00	2,520.00
19	1	LO		DOT - Electrical Supplies	FY27	1500	3520	52270		2,520.00	2,520.00
20	1	LO		SW - Electrical Supplies	FY27	1600	3000	52270		8,000.00	8,000.00
21	1	LO		PW - Sewer Elec Equipment	FY27	2000	2555	52000		5,000.00	5,000.00
22	1	LO		PW - Sewer Elec Supplies	FY27	2000	2555	52200		25,000.00	25,000.00
23	1	LO		PW - Sewer Elec Parts	FY27	2000	2555	52250		45,000.00	45,000.00
24	1	LO		PW - Water Elec Parts	FY27	2000	2640	52250		10,000.00	10,000.00
25	1	LO		FM - Electrical Supplies	FY28	1000	1100	52270		110,000.00	110,000.00
26	1	LO		DOT - Electrical Supplies	FY28	1500	3510	52270		2,520.00	2,520.00
27	1	LO		DOT - Electrical Supplies	FY28	1500	3520	52270		2,520.00	2,520.00
28	1	LO		SW - Electrical Supplies	FY28	1600	3000	52270		8,000.00	8,000.00
29	1	LO		PW - Sewer Elec Equipment	FY28	2000	2555	52000		5,000.00	5,000.00
30	1	LO		PW - Sewer Elec Supplies	FY28	2000	2555	52200		25,000.00	25,000.00
31	1	LO		PW - Sewer Elec Parts	FY28	2000	2555	52250		45,000.00	45,000.00
32	1	LO		PW - Water Elec Parts	FY28	2000	2640	52250		10,000.00	10,000.00
33	1	LO		FM - Electrical Supplies	FY29	1000	1100	52270		25,000.00	25,000.00
34	1	LO		DOT - Electrical Supplies	FY29	1500	3510	52270		420.00	420.00
35	1	LO		DOT - Electrical Supplies	FY29	1500	3520	52270		420.00	420.00
36	1	LO		SW - Electrical Supplies	FY29	1600	3000	52270		3,000.00	3,000.00
37	1	LO		PW - Sewer Elec Equipment	FY29	2000	2555	52000		1,000.00	1,000.00
38	1	LO		PW - Sewer Elec Supplies	FY29	2000	2555	52200		4,000.00	4,000.00
39	1	LO		PW - Sewer Elec Parts	FY29	2000	2555	52250		7,000.00	7,000.00
40	1	LO		PW - Water Elec Parts	FY29	2000	2640	52250		3,000.00	3,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 852,160.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver electrical, lighting, data & communication, networking and security products, as needed 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, Alicia Favela, Kathy Black, and Drew Cormican.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 12/03/24 County Board: 12/10/24
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.