



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#: 24-2035	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$1,588,928.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/06/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,588,928.00
	CURRENT TERM TOTAL COST: \$1,588,928.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Wight Construction Services, Inc.	VENDOR #: 26311	DEPT: Facilities Management	DEPT CONTACT NAME: Tim Harbaugh
VENDOR CONTACT: Matt Pangrcic	VENDOR CONTACT PHONE: 773-447-8561	DEPT CONTACT PHONE #: X5670	DEPT CONTACT EMAIL: tim.harbaugh@dupagecounty.gov
VENDOR CONTACT EMAIL: mpangrcic@wightco.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 Wight Construction Services, Inc., to provide Professional Construction Manager as Advisor Services, for the JTK Administration Building HVAC Replacement project, for Facilities Management, for the period August 13, 2024, through December 31, 2026, for a total contract amount not to exceed \$1,588,928, Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/.01 et. seq. PARTIAL ARPA			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The HVAC at the 421 JTK Administration building has exceeded it's expected useful life and has no redundancy in the event of equipment failure. The refurbished HVAC equipment will provide redundancy, increased reliability, increased efficiency and improved temperature control.			

<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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
PROFESSIONAL SERVICES EXCLUDED PER DUPAGE ORDINANCE (SECTION 2-353) AND 50 ILCS 510/2 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)	

<b>SECTION 3: DECISION MEMO</b>	
SOURCE SELECTION	Describe method used to select source. A request for a Statement of Interest was issued for a Professional Construction Manager as Advisor Services for the 421 JTK Administration Building HVAC replacement project; three firms responded and three Construction Manager as Advisor firms were interviewed. Wight Construction Services, Inc. was determined to possess the qualified staff to provide these Professional Construction Manager as Advisor Services.
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 approval of a Professional Construction Manager as Advisor Services contract with Wight Construction Services, Inc., for the 421 JTK Administration Building HVAC replacement project for Facilities Management. 2) Select another firm, however staff does not recommend this, and has determined that Wight Construction Services, Inc. possesses the qualified engineering staff to provide these services on behalf of the County. A Construction Manager is need because of the Capital Projects Facilities Management is undertaking.

## 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: Wight Construction Services, Inc.	Vendor#: 26311	Dept: Facilities Management	Division:
Attn: Matt Pangrcic	Email: mpangrcic@wightco.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 2500 North Frontage Road	City: Darien	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60561	State: IL	Zip: 60187
Phone: 630-969-7000	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Wight Construction Services, Inc.	Vendor#: 26311	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Gavin Carroll	Email: gavin.carroll@dupagecounty.gov
Address: 2500 North Frontage Road	City: Darien	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60561	State: IL	Zip: 60187
Phone: 630-969-7000	Fax:	Phone: 630-918-4933	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 13, 2024	Contract End Date (PO25): Dec 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		Building Improvements - ARPA	FY24	1100	1215	54010	2200801	446,412.00	446,412.00
2	1	LO		Building Improvements	FY25	6000	1220	54010	2200801	1,142,516.00	1,142,516.00
										Requisition Total	\$ 1,588,928.00

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

*Comments*

HEADER COMMENTS	Provide comments for P020 and P025. Professional Construction Manager as Advisor for JTK HVAC Replacement
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez and Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 8/6/24 CB: 8/13/24
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.