



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#: 23-3014	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$27,268.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/03/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$27,268.00
	CURRENT TERM TOTAL COST: \$27,268.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Johnson Controls, Inc.	VENDOR #: 10250	DEPT: Facilities Management	DEPT CONTACT NAME: Gavin Carroll
VENDOR CONTACT: Marcus Anschutz	VENDOR CONTACT PHONE: 920-831-3815	DEPT CONTACT PHONE #: 630-918-4933	DEPT CONTACT EMAIL: gavin.carroll@duapgeco.org
VENDOR CONTACT EMAIL: Marcus.E.Anschutz@jci.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 Johnson Controls, Inc., to provide a planned service agreement, to maintain the Building Automation System at County campus, for Facilities Management, for the period December 1, 2023 through November 30, 2024, for a contract total amount not to exceed \$27,268. Contract let pursuant to the Intergovernmental Cooperation Act -Sourcewell cooperative contract #070121-JHN.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Assistance for our building automation system, to organize and update computer systems, in order for our operations to navigate the system in a more efficient manner.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. Johnson Controls provides Sourcewell joint purchasing agreement pricing per contract #070121-JHN
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 with Johnson Controls to provide PM service for Building Automation System through the Sourcewell joint purchasing contract agreement. 2. The other option is to go out for bid, which does not guarantee prices will be lower.

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: Johnson Controls, Inc.	Vendor#: 10250	Dept: Facilities Management	Division:
Attn: Marcus Anschutz	Email: Marcus.E.Anschutz@jci.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 3007 Malmo Drive	City: Arlington Heights	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60005-4727	State: IL	Zip: 60187
Phone: 866-854-4768	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Johnson Controls, Inc.	Vendor#: 10250	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Gavin Carroll	Email: gavin.carroll@dupageco.org
Address: PO Box 730068	City: Dallas	Address: 410 N. County Farm Road	City: Wheaton
State: TX	Zip: 75373	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-918-4933	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Nov 30, 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		Repair & Mtce Facilities	FY24	1000	1100	53300		27,268.00	27,268.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 27,268.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide a planned service agreement, to maintain the Building Automation System at County campus, for Facilities Management.
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
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 10/03/23 Job #24-00103
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