



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#: 24-1744	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$19,635.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/18/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$19,635.00
	CURRENT TERM TOTAL COST: \$19,635.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: F.H. Paschen, S.N. Nielsen & Assoc. LLC	VENDOR #: 28367	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Dave Hunt	VENDOR CONTACT PHONE: 773-444-3474	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: dhunt@FHPaschen.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 F.H. Paschen, S.N. Nielsen & Associates LLC, to provide construction services to reconfigure the existing County Board room offices to conference space, for Facilities Management, for the period June 19, 2024 through November 30, 2024, for a total contract amount not to exceed \$19,635. Contract pursuant to the Intergovernmental Cooperation Act Omnia Partners Contract #04-27. Job #24-02901			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished These improvements will allow for an additional County Board staff office space as well as maintain egress requirements for the additional conference rooms that will be available for County departments to use.			

**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. Having the option to purchase under a Government Joint Purchasing Act gives the County the flexibility to obtain specific services from previously vetted vendors which reduces lead and down times on projects.
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 the approval of a contract to F.H. Paschen to provided labor and materials to perform construction services for Facilities Management, for a total contract not to exceed \$19,635.00. 2) Sending the project out to quote or bid, however this is not recommended do to additional time it will take and will not guarantee that a lower price for services will be found.

## 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: F.H. Paschen, S.N. Nielsen & Assoc. LLC	Vendor#: 28367	Dept: Facilities Management	Division:
Attn: Dave Hunt	Email: dhunt@FHPaschen.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 5515 N. East River Road	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60656	State: IL	Zip: 60187
Phone: 773-444-3474	Fax: 773-693-0064	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: F.H. Paschen, S.N. Nielsen & Assoc. LLC	Vendor#: 28367	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Geoffrey Matteson	Email: geoffrey.matteson @dupagecounty.gov
Address: 5515 N. East River Road	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60656	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 19, 2024	Contract End Date (PO25): Nov 30, 2024

**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	FY24	6000	1220	54010	2402910	17,850.00	17,850.00
2	1	LO		BUILDING IMPROVEMENTS - Contingency	FY24	6000	1220	54010	2402910	1,785.00	1,785.00
										Requisition Total	\$ 19,635.00

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

*Comments*

HEADER COMMENTS	Provide comments for P020 and P025. Provide construction services to reconfigure the existing County Board room offices to conference space, 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, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 06/18/24 Job #24-02901
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.