



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 #: | RFP, BID, QUOTE OR RENEWAL #: | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$25,744.19 |
| COMMITTEE: ETSB | TARGET COMMITTEE DATE: 11/13/2024 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: \$25,744.19 |
| | CURRENT TERM TOTAL COST: \$25,744.19 | MAX LENGTH WITH ALL RENEWALS: | CURRENT TERM PERIOD: |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Key Tower LLC | VENDOR #: 44929 | DEPT: DuPage ETSB | DEPT CONTACT NAME: Eve Kraus |
| VENDOR CONTACT: William Steele | VENDOR CONTACT PHONE: 309-798-8110 | DEPT CONTACT PHONE #: 630-550-7743 | DEPT CONTACT EMAIL: etsb911@dupagecounty.gov |
| VENDOR CONTACT EMAIL: william.steele@keytowerllc.com | VENDOR WEBSITE: | DEPT REQ #: 924029 | |
| Overview | | | |
| DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). This Emergency Procurement is needed to repair and replace systems within the Hidden Lake tower for functionality. The lighting system is crucial to aircraft safety and required by the FCC under penalty for non-compliance. Total amount to replace the faulty system is \$25,744.19. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Hidden Lake tower had a controller in the shelter with a faulty capacitor and the obstruction lighting failed. Further, the system is aging (estimated 1992) and outdated making replacement parts difficult to source, if at all. | | | |

| SECTION 2: DECISION MEMO REQUIREMENTS | |
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| 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. |

| SECTION 3: DECISION MEMO | |
|-------------------------------------|--|
| SOURCE SELECTION | Describe method used to select source. See Emergency Procurement Decision Memo |
| 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

| | |
|--------------------------------------|---|
| 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: Key Tower LLC | Vendor#: 44929 | Dept: DuPage ETSB | Division: |
| Attn: William Steele | Email: william.steele@keytowerllc.com | Attn: 9-1-1 Coordinator | Email: etsb911@dupagecounty.gov |
| Address: 1802 W. Berteau Avenue, #203 | City: Chicago | Address: 421 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60613 | State: IL | Zip: 60187 |
| Phone: 309-798-8110 | Fax: | Phone: 630-550-7743 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Key Tower LLC | Vendor#: 44929 | Dept: DuPage ETSB | Division: |
| Attn: | Email: | Attn: 9-1-1 Coordinator | Email: etsb911@dupagecounty.gov |
| Address: 1802 W. Berteau Avenue, #203 | City: Chicago | Address: 421 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60613 | State: IL | Zip: 60187 |
| Phone: | Fax: | Phone: | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Oct 15, 2024 | Contract End Date (PO25): |

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 | EA | | Hidden Lake Tower Emergency Repair | FY24 | 4000 | 5820 | 53310 | | 14,606.25 | 14,606.25 |
| 2 | 1 | EA | | Materials | FY24 | 4000 | 5820 | 53310 | | 11,137.94 | 11,137.94 |
| | | | | | | | | | | Requisition Total | \$ 25,744.19 |

FY is required, ensure the correct FY is selected.

| <i>Comments</i> | |
|----------------------|---|
| HEADER COMMENTS | Provide comments for P020 and P025. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please provide the PO to ETSB to send to the vendor. |
| INTERNAL NOTES | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. LMZ 10/16/24 |