

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1082042

Vendor Name: Amsco Engineering

Invoice Number: 2019069.2

Invoice Date: 01/16/20

PO Number: B0365056

Check Number: E0079750

Check Amount: \$ 15,862.50

Check Date: 04/07/2020

Department ID: 39039

Reviewer Name:

Voucher Number: V0607822

Redaction Type: None

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

From: zerrudom@cod.edu
Sent: Tue Apr 07 08:23:18 CDT 2020
To: invoicing@cod.edu
CC:
Subject: FW: OP ITEMS

From: Barrios, Isabel
Sent: Monday, April 6, 2020 6:03 PM
To: Zerrudo, Maria <zerrudom@cod.edu>
Subject: FW: OP ITEMS

Marivic,
Please process payment.

From: Barrios, Isabel
Sent: Monday, April 6, 2020 2:36 PM
To: Mosher, Jill <mosher@COD.EDU>
Subject: OP ITEMS

I've been having the hardest time sending you these items. They will be coming in separately. Here is the first of six.

Amsco has BOT approval and is under \$25K this is OK for Marivic to pay.

Isabel Barrios
Accounts Payable Team Lead
Cash Disbursements/Payroll Department
College of DuPage

425 Fawell Blvd | SRC 2132 | Glen Ellyn, IL 60137-6599
phone 630-942-3412 | barriosi142@cod.edu





CHAPARRALS

AMSCO Engineering Inc

5115 Belmont

Downers Grove, IL 60515

B0 365056

39039

Invoice

BOT approval 4/25/19

Date	Invoice #
1/16/2020	2019069.2

Bill To
COLLEGE OF DUPAGE COMMUNITY COLLEGE DIST .502 425 FAWELL BLVD GLEN ELLYN, IL 60137

P.O. No.	Terms	Project
		2019069 COD HEC ...

Description	Est Amt	Prior Amt	APPROVED	Total %	Amount	
ENGINEERING SERVICES FOR THE NEW HEC EMERGENCY GENERATOR FEE AGREEMENT	03/16/20	-	BRUCE SCHMIEDL			
ELECTRICAL AND ASSOCIATED MECHANICAL ENGINEERING	48,750.00	36,562.50	75.00%	15.00%	90.00%	7,312.50
ARCHITECTURAL SERVICES FOR GENERATOR ENCLOSURE	3,600.00	1,800.00	50.00%	50.00%	100.00%	1,800.00
CILVIL ENGINEERING	5,500.00	2,750.00	50.00%	50.00%	100.00%	2,750.00
ACOUSTICAL CONSULATANT (TO BE USED FOR MISC NEEDS) USED FOR ENERGY METERING	4,000.00		100.00%	100.00%		4,000.00
<div>INVOICE REVIEWED OKAY TO PAY KATHY STRIPLIN 03/16/20</div>						
Total					\$15,862.50	

Payments/Credits \$0.00

Balance Due \$15,862.50

College of DuPage

Purchase Order #: 365056
PO Create Date: 7/2/2019
PO Created By: Susan Castellanos
PO Release Date: 7/2/2019 2:32:06 PM , print
Fiscal Date: 7/2/2019
Needed By Date: 6/26/2019

Vendor Address:

Attn: DANIEL WESLEY
Amsco Engineering
5115 A Belmont
Downers Grove, IL 60515
Phone: 630-515-1555
GL Vendor#: 1082042

Requisition:

Yari Gonzalez (674653)

Bill To:

Attn: SRC2049 Accounts Payable
College of DuPage Accounts Payable
425 Fawell Blvd.
Glen Ellyn, IL 60137
Phone: 630-942-2228
Fax: 630-858-9078

Ship To:

Attn: Manager Purchasing
BLANKET PO
425 Fawell Blvd.
Glen Ellyn, IL 60137
Phone: 630-942-2378

Purchase Order Comments:

n/a

Item Number	Item Description	UOM	Quantity	Unit Price	Line Total
	Blanket PO for HEC Generator Design <i>Deliver To: Chris Wosachlo, CMC</i>	Each	1	\$61,850.0000	\$61,850.00
Subtotal:					\$61,850.00
Shipping & Handling:					\$0.00
Tax:					\$0.00
Total:					\$61,850.00

Account Code Summary:

Account Code	Description	Amount
03-90-39039-5807001		\$61,850.00

Terms and Conditions:

1. F.O.B. DESTINATION unless otherwise indicated under Purchase Order Comments.
2. College of DuPage will only accept electronic invoices, which can be in any format, including but not limited to PDF, Word, Excel. Invoices must reference the COD Purchase Order Number. Invoices are to be emailed to invoicing@cod.edu. Questions about payment status or other inquiries, please email acctpay@cod.edu or call 630-942-2228.
3. All payments are processed via ACH transfer on a weekly basis. You are strongly encouraged to set up your ACH account upon receipt of this PO to avoid unnecessary payment delays. A letter will be sent to you under separate cover which outlines the set-up instructions, your log-in, and temporary password. Invoices must be received in an electronic format at least three weeks prior to the due date and are to be emailed to invoicing@cod.edu. Paper checks are issued once-a-month. A paper check will be issued to foreign vendors that are not eligible for ACH transfer.
4. All invoices must be provided to the College for services rendered directly to the College. Undisputed invoices will be paid within sixty (60) days of receipt of properly submitted invoices to the Contractor, in accordance with the Local Government Prompt Payment Act.
5. All solicitations must be directed to the Purchasing Department. Any vendor selling directly to any faculty or staff member, without prior authorization from the Purchasing Department will be removed from our vendor list.
6. College of DuPage is exempt from payment of the Retailers' Occupation Tax, the Service Occupation Tax (both state and local), the Use Tax, and the Service Use Tax. The College's Tax Exemption Identification Number is E9997-3391-06.
7. If unable to ship and/or deliver as required, advise the Purchasing Department immediately with full details at 630-942-2217.
8. All packages shall clearly indicate the purchase order number and contain a packing list of all contents with itemized descriptions.
9. All shipments are accepted subject to inspection and approval by College of DuPage.
10. Any company/organization to be awarded a contract for goods and/or services must be in compliance with the fair employment practice act and all rules & regulations thereunder.
11. Suppliers are required to comply with executive orders 11246, 11375, The Rehabilitation Act of 1973, and the Vietnam Readjustment Act of 1974.
12. All contracts for construction work are subject to the provisions of 820 ILCS 130, ch. 48, Par. 39s-1 through 39s-12, providing for payment of the prevailing rate of wages to laborers, workmen & mechanics. Contractor shall submit to the College, monthly certified payroll records for all workers and sub-contractors utilized for the project.

Approved By: Susan Castellanos

Signature: _____

COLLEGE OF DUPAGE
ORGANIZATIONAL & REGULAR BOARD MEETING

BOARD APPROVAL

1. SUBJECT

Engineering Services for Emergency Generator at the Miller Homeland Security Center (HEC)

2. REASON FOR CONSIDERATION

Contracts exceeding the statutory limit of \$25,000 must be approved by the Board of Trustees.

3. BACKGROUND INFORMATION

The College of DuPage is improving emergency preparedness and disaster response. A product of forming an effective emergency response action plan is the introduction of comprehensive backup emergency power generation at the Miller Homeland Security Center (HEC). This location will enable uninterrupted critical response services by the College's Police Department and would enable COD leadership to establish emergency operations on the west campus in the event that the east campus was incapacitated. The HEC does not have back-up generation and relies on local utility services to support building operations.

The College has also established inter-governmental agreements with DuPage County to provide back-up facilities for critical government functions during extreme emergencies. For example, during the 2012 NATO Summit in Chicago, numerous state, federal, and military agencies used the Robert J. Miller Homeland Security Education Center at College of DuPage as the State Forward Operations support center. The implementation of comprehensive back-up emergency power at the HEC would allow COD to support our operations and, if necessary, other agencies during crisis and disaster response in the event of catastrophic utility disruption.

A legal notice for a Request for Qualifications (RFQ # 2019-R0013) published on December 21, 2018, in the Daily Herald; the RFQ was posted on the College of DuPage Purchasing website, and distributed to in-district Chambers of Commerce and to the College of DuPage Center for Entrepreneurship. Nine (9) vendors were directly solicited. Forty-one (41) vendors downloaded the RFP documents. A public opening was held on January 23, 2019, at 2:00 p.m. in the College of DuPage Purchasing Department Conference Room (BIC 1B03A).

The following individuals attended: Jacoby Radford (COD Purchasing Manager/Facilitator); Susan Castellanos (COD Purchasing Buyer/Recorder); and Judy Coates (COD Manager, Learning & Organizational Development/Agent of the Board). Five (5) proposals were received. Two (2) women/minority-owned businesses submitted proposals.

Proposals were received from the following vendors: Amsco Engineering, Inc., Enercon Ltd. dba Grumman Butkus Associates, Globetrotters Engineering Corporation, Kluber, Inc., and RTM Engineering Consultants, LLC.

An evaluation committee consisting of the following four (4) employees assessed the submitted proposals:

Elias Almazan – Chief Engineer, East Campus/Facilities
Phil Gieschen – Coordinator/Risk Management
Bruce Schmiedl – Director of Facilities
Chris Wosachlo – Energy, Project Manager/Facilities

The proposals were evaluated based upon criteria set forth in the RFQ. The initial evaluation identified the top three firms, which were then interviewed by the evaluation committee. The three highest ranking firms were then re-evaluated. The evaluation matrix below reflects the overall weighted scores for the ranked firms:

Selection Criteria	Weighted Percentage	AMSCO Engineering	RTM	Grumman Butkus
Relevant Qualification and Experience	30%	2.70	2.48	2.4
Firm Resources/Staff Team	25%	2.19	2.19	2.00
Performance w/ similar clients, References, Examples	15%	1.35	1.31	1.24
Proposed Schedule/Timeline	15%	1.28	1.24	1.09
Project Understanding and Methodology	15%	1.35	1.31	1.24
Total Points (scale 1-10)	100%	8.86	8.53	7.96

In keeping with the QBS process, the College negotiated contract terms with the highest ranked firm, AMSCO Engineering. Contracted services will include the necessary electrical, architectural and civil design services required to install the new emergency generator that will serve the Miller Homeland Security Education Center (HEC).

Budget Status

GL Account	FY2018	FY2019		
	YTD Spend	Annual Budget	YTD Spend	Available Balance
03-90-39039-5807001	\$ -	\$ 375,000	\$ -	\$ 375,000
<i>Emergency Generator: Equipment - Service</i>				
FY2019 Request				<u>\$ 61,850</u>

*YTD Spend equals actuals plus committed as of 4/10/19.

This contract supports the Strategic Long Range Plan Goal #8 Infrastructure: Maintaining, improving and developing structures systems and facilities necessary for the delivery of high quality education and meaningful cultural events.

This contract complies with State Statute, Board Policy and Administrative Procedure.

4. RECOMMENDATION

That the Board of Trustees authorizes the College Administration to award the contract for Engineering Services for HEC Emergency Generator to AMSCO Engineering, 5115A Belmont Avenue, Downers Grove, IL 60515, for the service fee of \$61,850.00.

Staff Contact: Bruce Schmiedl – Director of Facilities
Ellen Roberts – Interim VP of Administrative Affairs

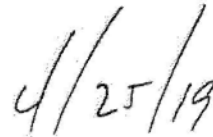
SIGNATURE PAGE

Engineering Services for the Emergency Generator at the Miller Homeland
Security Center (HEC) Project

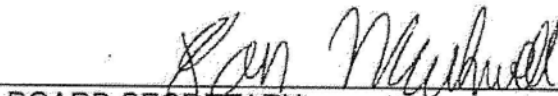
ITEM(S) ON REQUEST

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BOARD CHAIR



DATE


BOARD SECRETARY


DATE

From: wosachloc@cod.edu
Sent: Thu Mar 12 12:11:24 CDT 2020
To: invoicing@cod.edu
CC:
Subject: COD Generator Project

B0 365056

AMSCO Engineering Inc

5115 Belmont
Downers Grove, IL 60515

Invoice

Date	Invoice #
1/16/2020	2019069.2

Bill To
COLLEGE OF DUPAGE COMMUNITY COLLEGE DIST . 502 425 FAWELL BLVD GLEN ELLYN, IL 60137

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