



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-0786	RFP, BID, QUOTE OR RENEWAL #: 22-130-FM	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$285,257.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/07/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$285,257.00
	CURRENT TERM TOTAL COST: \$285,257.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
Vendor Information		Department Information	
VENDOR: Martam Construction, Inc.	VENDOR #: 11092	DEPT: Facilities Management	DEPT CONTACT NAME: Geoff Matteson
VENDOR CONTACT: George Ismail	VENDOR CONTACT PHONE: 847-608-6800	DEPT CONTACT PHONE #: X5681	DEPT CONTACT EMAIL: geoffrey.matteson@dupageco.org
VENDOR CONTACT EMAIL: george@martam.com	VENDOR WEBSITE:	DEPT REQ #:	
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.). Recommendation for the approval of a contract to Martam Construction, Inc. to install an asphalt outdoor visitation recreational area for the 422 Child Advocacy Neutral Exchange Center (CANEC) for social distancing for the amount of \$211,502.00; and to install Accessible Parking for Persons with Disabilities (ADA) in front of the 421 JTK building for the amount of \$73,755.00 for the period March 15, 2023, through November 30, 2023, for a total contract amount not to exceed \$285,257.00, per lowest responsible bid 22-130FM. PARTIAL ARPA ITEM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The outdoor recreation area is necessary so parents and children have an outdoor social distancing area at the CANEC. The ADA additional parking is necessary so four parking spots can be in closer proximity to the main entrance of the JTK Administration Building.			

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. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source.
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: Martam Construction, Inc.	Vendor#: 11092	Dept: Facilities Management	Division:
Attn: George Ismail	Email: george@martam.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 1200 Gasket Drive	City: Elgin	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60120	State: IL	Zip: 60187
Phone: 847-608-6800	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Martam Construction, Inc.	Vendor#: 11092	Dept: Facilities Management	Division:
Attn: Jack Ismail	Email: jack@martam.com	Attn: Geoff Matteson	Email: geoffrey.matteson@dupageco.org
Address: 1200 Gasket Drive	City: Elgin	Address: Various	City: Wheaton
State: IL	Zip: 60120	State: IL	Zip: 60187
Phone: 847-608-6800	Fax: 847-608-6804	Phone: 630-407-5681	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 15, 2023	Contract End Date (PO25): Nov 30, 2023
Contract Administrator (PO25): Cathie Figlewski			

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		CANEC - ARPA	FY23	1100	1215	54010	2202052-5 4010	211,502.00	211,502.00
2	1	LO		ADA Parking	FY23	6000	1220	54010	2202700-5 4010	73,755.00	73,755.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 285,257.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. CANEC & ADA Parking
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Katie Boffa and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 3/7/23 CB: 3/14/23
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