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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1105	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: $95,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/21/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $95,000.00
	CURRENT TERM TOTAL COST: $95,000.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		Department Information	
VENDOR: Christopher B. Burke Engineering, LTD	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: John Caruso	VENDOR CONTACT PHONE: 847-823-0500	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: Sean.Reese@dupageco.org
VENDOR CONTACT EMAIL: jcaruso@cbbel.com	VENDOR WEBSITE: https://www.cbbel.com	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.).
Professional engineering services for various areas in DuPage County to assist with various aspects of making Lake Michigan water available to unincorporated residents with Christopher B. Burke Engineering, LTD from March 28, 2023 through June 30, 2026 in the amount of $95,000.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
This contract will provide professional engineering to DuPage County Public Works which will include assistance with Lake Michigan water emergency & standard allocation process, evaluating feasibility to bring Lake Michigan water to various DuPage County service areas, coordination with state agencies for water system improvement projects and permitting, licensing, funding experience related to water system improvements. Staff solicited an RFP for engineering services and received four (4) statements of interest. After evaluation staff has selected Christopher B. Burke Engineering as the most qualified firm for the needed services.

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.
PROFESSIONAL SERVICES EXCLUDED PER DUPAGE ORDINANCE (SECTION 2-353) AND 50 ILCS 510/2 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)

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. A request for a statement of interest from qualified firms was posted. We received 4 SOI's and completed a consultant evaluation to rank the firms. After review it was determined that Christopher B. Burke Engineering was the top firm based on their experience with the services needed.
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) Approve contract with Christopher B. Burke Engineering for professional service. Recommended. 2) Contract with an alternate engineering firm. Not recommended due to the selected firm's knowledge in the area of water system improvements. 3) Do not award this contract. Not recommended due to the need for professional engineering services in order to provide water service for unincorporated County residents.

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Christopher B. Burke Engineering, LTD.	Vendor#:	Dept: DuPage County Public Works	Division: Public Works
Attn: John Caruso	Email: jcaruso@cbbel.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 9575 W. Higgins Road	City: Rosemont	Address: 7900 S. Route 53	City: Woodridge
State: Illinois	Zip: 60018	State: Illinois	Zip: 60517
Phone: 847-823-0500	Fax: 847-823-0520	Phone: 630-985-7400	Fax: 630-985-4802
Send Payments To:		*Ship to:*	
Vendor: SAME AS ABOVE	Vendor#:	Dept: SAME AS ABOVE	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 28, 2023	Contract End Date (PO25): Jun 30, 2026
Contract Administrator (PO25): Amy Arlowe/Sandra Martinez			

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		Professional engineering services with Christopher B. Burke Engineering, LTD from March 28, 2023 through June 30, 2026 in the amount of $95,000.	FY23	2000	2640	53010		60,000.00	60,000.00
2	1	EA			FY24	2000	2640	53010		15,000.00	15,000.00
3	1	EA			FY25	2000	2640	53010		15,000.00	15,000.00
4	1	EA			FY26	2000	2640	53010		5,000.00	5,000.00

FY is required, assure the correct FY is selected. Requisition Total $ 95,000.00

Comments	
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.
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.

The following documents have been attached: ☐ W-9 ☐ Vendor Ethics Disclosure Statement