



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#: 23-1081	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$121,560.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/21/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$121,560.00
	CURRENT TERM TOTAL COST: \$121,560.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Hampton, Lenzini and Renwick, Inc.	VENDOR #: 12021	DEPT: Facilities Management	DEPT CONTACT NAME: Geoff Matteson/Tim Harbaugh
VENDOR CONTACT: Randy Newkirk	VENDOR CONTACT PHONE: 847-697-6700	DEPT CONTACT PHONE #: X5681/ X5670	DEPT CONTACT EMAIL: geoffrey.matteson@dupageco.org/ tim.harbaugh@dupageco.org
VENDOR CONTACT EMAIL: rnewkirk@hlreng.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 Hampton, Lenzini and Renwick, Inc., to provide Professional Architectural and Engineering Design Services, for sidewalk repairs on County Campus, for Facilities Management, for the period March 28, 2023, through November 30, 2024, for a total contract amount not to exceed \$121,560.00, Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/.01 et. seq.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The sidewalks on county campus need evaluation and repairs to address liability items, such as ADA non-compliant ramps or sidewalks, cracked sidewalk panels, settled sidewalk/pavers, sidewalks leading to unsafe areas (ex. no receiving ramp) and surface damage.			

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 and we received 19 SOI's and completed a consultant evaluation to rank the firms expertise in the following areas, design and modeling experience, project management & staffing qualifications, and project understanding. Through the process it was determined that Hampton, Lenzini and Renwick, Inc. has the most qualified staff to provide this service.
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) Contract with Hampton, Lenzini and Renwick, Inc. for this professional engineering contract. This option is recommended due to their expertise and experience. 2) Contract with an alternative engineering firm. Not recommended due to the other SOI's not meeting the expectations of the contract. 3) Do not have a contract. Not recommended due to the need for improvements to the campus sidewalks.

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: Hampton, Lenzini and Renwick, Inc.	Vendor#: 12021	Dept: Facilities Management	Division:
Attn: Randy Newkirk	Email: rnewkirk@hlreng.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 380 Shephard Drive	City: Elgin	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60123	State: IL	Zip: 60187
Phone: 847-697-6700	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Geoff Matteson	Email: geoffrey.matteson@dupageco.org
Address:	City:	Address: Various	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5681	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 28, 2023	Contract End Date (PO25): Nov 30, 2024
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		Professional A/E	FY23	6000	1220	54010	2300700-5 4010	116,560.00	116,560.00
2	1	LO		Professional A/E	FY24	6000	1220	54010	2300700-5 4010	5,000.00	5,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 121,560.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Professional A/E for Campus Sidewalk Evaluation and Repairs
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez, & Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 3/21/23 CB: 3/28/23 Project #23-00700
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