



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

SMJ
10/7/25

SECTION 1: DESCRIPTION			
General Tracking		Contract Terms	
FILE ID#: 25-2389	RFP, BID, QUOTE OR RENEWAL #: PSA	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$308,511.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 10/21/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$308,511.00
	CURRENT TERM TOTAL COST: \$308,511.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Ciorba Group, Inc.	VENDOR #: 11025	DEPT: Division of Transportation	DEPT CONTACT NAME: Stephen Travia
VENDOR CONTACT: Salvatore Di Bernardo	VENDOR CONTACT PHONE: 773.775.4009	DEPT CONTACT PHONE #: 6900	DEPT CONTACT EMAIL: Stephen.Travia@dupagecounty.gov
VENDOR CONTACT EMAIL: sdibernardo@ciorba.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.). Professional Services Agreement between the County of DuPage and Ciorba Group, Inc. for Phase I Preliminary Engineering Services for Bloomingdale Road Bridge Improvements over Chicago, Central & Pacific Railroad, Section# 22-00184-12-BR.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To provide professional preliminary engineering services for the replacement of S.N. 022-3009, Bloomingdale Road over the Chicago Central & Pacific (CC&P) Railroad. The existing structure is a four (4) lane, three span bridge located 0.7 miles south of Army Trail Road in Glendale Heights, within DuPage County. The scope of work involves a complete structure replacement and may include temporary traffic signal installations.			

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	
SOURCE SELECTION	Describe method used to select source. The DOT only selects firms that are pre-qualified in accordance with IDOT guidelines. Requests for Statements of Interest were sent to firms throughout the industry and responses were received from 19 firms qualified to perform this work. Based on the review of the Statements of Interest, 3 firms were shortlisted and requested to submit a Statement of Qualification. The DOT reviewed each submittal taking into consideration the firm's technical approach and understanding of the project, strategies to ensure timely completion of the project, experience on similar projects, and experience of key personnel. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Ciorba Group, Inc. is qualified and has the staff available to perform the work on behalf of the County.
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. Award a contract to Ciorba Group, Inc. This is the recommended option. 2. Contract with another firm. Not recommended due to staff's determination that Ciorba Group, Inc. is the most qualified. 3. Do not award a contract. Not recommended as the DOT does not possess the staff resources to perform this work and must contract for these services.

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: Ciorba Group, Inc.	Vendor#: 11025	Dept: DOT Finance	Division:
Attn:	Email:	Attn: Gerald Smith	Email: DOTFinance@dupagecounty.gov
Address: 8725 W. Higgins Road, Suite 600	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60631	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as above	Vendor#:	Dept:	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): Oct 28, 2025	Contract End Date (PO25): Oct 31, 2028

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		DOT-22-00184-12-BR FY25	FY25	1500	3550	54040	BLMNGDL_CNRR BR	58,511.00	58,511.00
2	1	EA		DOT-22-00184-12-BR FY26	FY26	1500	3550	54040	BLMNGDL_CNRR BR	100,000.00	100,000.00
3	1	EA		DOT-22-00184-12-BR FY27	FY27	1500	3550	54040	BLMNGDL_CNRR BR	100,000.00	100,000.00
4	1	EA		DOT-22-00184-12-BR FY28	FY28	1500	3550	54040	BLMNGDL_CNRR BR	50,000.00	50,000.00
FY is required, ensure the correct FY is selected.											Requisition Total \$ 308,511.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Professional Services Agreement between the County of DuPage and Ciorba Group, Inc. for Phase I Preliminary Engineering Services for Bloomingdale Road Bridge Improvements over Chicago, Central & Pacific Railroad, Section# 22-00184-12-BR.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. DOT to issue formal Notice to Proceed. Do not send PO to consultant.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Send copy of PO to DOTFinance@dupagecounty.gov and Joan.McAvoy@dupagecounty.gov Last invoice date 10/31/29.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.