



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#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$41,677.38
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 07/02/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$41,677.38
	CURRENT TERM TOTAL COST: \$41,677.38	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: DuPage County Forest Preserve	VENDOR #: 21345	DEPT: Stormwater Management	DEPT CONTACT NAME: Robert Covey
VENDOR CONTACT: Kevin Stough	VENDOR CONTACT PHONE: 630-933-7235	DEPT CONTACT PHONE #: (630)407-6714	DEPT CONTACT EMAIL: robert.covey@dupagecounty.gov
VENDOR CONTACT EMAIL: kstough@dupageforest.org	VENDOR WEBSITE: dupageforest.org	DEPT REQ #: 1600-2418	
<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.). Easement Agreement with the Forest Preserve outlines required easement and tree value fees.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The agreement is necessary for DuPage County Stormwater to proceed with the Luther - High Ridge (ARPA) project.			

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.
IGA (INTERGOVERNMENTAL AGREEMENT)

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

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: DuPage County Forest Preserve	Vendor#: 21345	Dept: Stormwater Management	Division:
Attn: Kevin Stough	Email: kstough@dupageforest.org	Attn: Robert Covey	Email: robert.covey@dupagecounty.gov
Address: 3 S 580 Naperville Road	City: Wheaton	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60189	State: IL	Zip: 60187
Phone: 630-933-7200	Fax:	Phone: 630-407-6714	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME	Vendor#:	Dept: SAME	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): Jul 9, 2024	Contract End Date (PO25): June 30, 2025

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		Temp Easement	FY24	1600	3000	53830		3,677.38	3,677.38
2	1	EA		Permanent Easement Fees	FY24	1600	3000	54000		38,000.00	38,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 41,677.38

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.