



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#: 24-1501	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$68,400.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 05/21/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$68,400.00
	CURRENT TERM TOTAL COST: \$68,400.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Clark Dietz, Inc.	VENDOR #: 10800	DEPT: Facilities Management	DEPT CONTACT NAME: Geoff Matteson
VENDOR CONTACT: Nirav Patel	VENDOR CONTACT PHONE: 312-466-8242	DEPT CONTACT PHONE #: x5681	DEPT CONTACT EMAIL: geoffrey.matteson@dupagecounty.gov
VENDOR CONTACT EMAIL: Nirav.Patel@clarkdietz.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 Clark Dietz, Inc., to provide Professional Engineering & Design Services, for the installation of new photovoltaic systems at the 421 & 501 buildings, and on-call engineering & design services for the County campus, for Facilities Management, for the period May 28, 2024 through November 30, 2025, for a total contract amount not to exceed \$68,400; Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Local Government Professional Services Selection Act, 50 ILCS 510/0.01 et. seq. Partial Funding EECBG			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The County is continuing to expand its environmentally friendly campus improvements, including solar arrays. This engineering work will allow the County to expand its 421 array as well as plan for a new array on the 501 Sheriff building. This engineering work will provide County with a comprehensive design, budget estimate and additional documents for these systems, and allow staff to finalize proposed funding sources.			

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. Original solar work- Clark Dietz had been selected by DOT for their 140 project electrical engineering [and its large solar array]. Also a third of this new work is to 'finish' the 421 array, so maintaining the same engineer for that work will help make sure everything works perfectly together.
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) Staff recommends approval of a professional services contract with Clark Dietz, Inc. to provide Professional Engineering & Design Services for these tasks for Facilities Management. 2) Select another firm. However, staff does not recommend this, and has determined Clark Dietz, Inc. possesses the qualified engineering staff to provide these services on behalf of the County.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Clark Dietz, Inc.	Vendor#: 10800	Dept: Facilities Management	Division:
Attn: Nirav Patel	Email: Nirav.Patel@clarkdietz.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 1815 S. Myers Road, Ste 470	City: Oakbrook Terrace	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60181	State: IL	Zip: 60187
Phone: 312-466-8242	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Clark Dietz, Inc.	Vendor#: 10800	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Geoff Matteson	Email: geoffrey.matteson@dupagecounty.gov
Address:	City:	Address: Varous	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): May 28, 2024	Contract End Date (PO25): Nov 30, 2025
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		Task 1 421 Building (EECBG)	FY24	5000	2704	54010	DE-SE0000181	24,970.00	24,970.00
2	1	LO		Task 2 501 Building	FY24	6000	1220	54010	2403429	25,940.00	25,940.00
3	1	LO		Task 3 On-Call	FY25	1000	1100	53090		17,490.00	17,490.00
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 68,400.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Engineer & Design for Photovoltaic Systems
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 and Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 5/21/24 CB: 5/28/24
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