



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$90,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/19/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$90,000.00
	CURRENT TERM TOTAL COST: \$90,000.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Baxter & Woodman	VENDOR #: 12605	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Nichole Schaeffer	VENDOR CONTACT PHONE: 815-444-3372	DEPT CONTACT PHONE #: 630.985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: NSCHAEFFER@BAXTERWOODMAN.COM	VENDOR WEBSITE: https://baxterwoodman.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 review and updating of the Water Supply, Distribution and Wastewater Treatment Ordinance pre-treatment and WWTP local limit revisions and permit review.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Professional services are needed for review of existing Ordinance and propose updates in alignment with USEPA and local regulations as well as consultation regarding local limits evaluation and expert submittal review; review of regulatory documentation such as ERP, spill plans, etc; consultation regarding permits and permit renewals; and review of existing treatment procedures and possible impacts of loadings received at the Wastewater Treatment Plants from sources other than residential waste.			

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 2 SOI's and completed a consultant evaluation to rank the firms expertise. Through the process it was determined that Baxter & Woodman was the top firm based on their experience with ordinance and permit review.
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 Baxter & Woodman for professional services for water and wastewater treatment ordinance revision and permit review. B & W is a leading expert in the area of pretreatment requirements for WWTP's Recommended. 2) Contract with an alternate engineering firm. Not recommended due to the detailed evaluation and ranking process of the other firms. 3) Do not award. Not recommended due to the need for professional service to keep our wastewater ordinance current and up to date.

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: Baxter & Woodman	Vendor#: 12605	Dept: DuPage County Public Works	Division: Public Works
Attn: Nichole Schaeffer	Email: nschaeffer@baxterwoodman.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 1548 Bond Street, Suite 103	City: Naperville	Address: 7900 S. Rt. 53	City: Woodridge
State: Illinois	Zip: 60563	State: IL	Zip: 60517
Phone: 815-444-3372	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same As Above	Vendor#: Same As Above	Dept: Same As Above	Division: Same As Above
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): Aug 26, 2025	Contract End Date (PO25): Nov 30, 2028
Contract Administrator (PO25): Drew Cormican			

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 for review and updating of the Water Supply, Distribution and Wastewater Treatment Ordinance.	FY25	2000	2555	53010		5,000.00	5,000.00
2	1	EA		Professional engineering services for review and updating of the Water Supply, Distribution and Wastewater Treatment Ordinance.	FY26	2000	2555	53010		35,000.00	35,000.00
3	1	EA		Professional engineering services for review and updating of the Water Supply, Distribution and Wastewater Treatment Ordinance.	FY27	2000	2555	53010		35,000.00	35,000.00
4	1	EA		Professional engineering services for review and updating of the Water Supply, Distribution and Wastewater Treatment Ordinance.	FY28	2000	2555	53010		15,000.00	15,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 90,000.00

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