



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#: 24-2915	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$200,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 11/19/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$200,000.00
	CURRENT TERM TOTAL COST: \$200,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Kluber, Inc.	VENDOR #: 39557	DEPT: Facilities Management	DEPT CONTACT NAME: Geoff Matteson
VENDOR CONTACT: Jeff Bruns	VENDOR CONTACT PHONE: 630-389-7060	DEPT CONTACT PHONE #: x5681	DEPT CONTACT EMAIL: geoffreymatteson@dupagecounty.gov
VENDOR CONTACT EMAIL: jbruns@kluberinc.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.). Recommendation for the approval of a contract to Kluber, Inc., to provide on-call Professional Architectural and Engineering Services, as needed, for Facilities Management, for the period December 1, 2024 through May 31, 2028, for a total contract amount not to exceed \$200,000, 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.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Architectural and engineering services are frequently required but not limited to, facilitate mechanical and structural review, code review during the design process, cost estimating for project feasibility and alternatives, specifications for repairs or upgrades, architectural investigations, recommendations and specifications for maintenance projects, small projects requiring architecture or engineer stamped drawings for permit, and grant projects requiring a timely submittal.

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. A request for Statement of Interest for Architectural, Mechanical, Civil and Structural Services was issued, 10 firms responded. Staff has reviewed the qualifications of these firms and narrowed the selection to three firms to perform this consulting on behalf of the County and has determined that Kluber, Inc. possesses the qualified architectural and engineering staff to provide on-call professional architectural and engineering consulting services 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) Staff recommends approval of a professional services contract with Kluber, Inc. to provide on-call architectural and engineering services as needed for Facilities Management, for a not to exceed contract in the amount of \$200,000.00. 2) Select another firm to provide these consulting services. However, staff does not recommend this, and has determined that Kluber, Inc. possesses the qualified architectural and engineering staff to provide on-call professional architectural and engineering consulting services on behalf of the County.

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: Kluber, Inc.	Vendor#: 39557	Dept: Facilities Management	Division:
Attn: Jeffrey Bruns	Email: jbruns@kluberinc.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 41 West Benton Street	City: Aurora	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60506	State: IL	Zip: 60187
Phone: 630-389-7043	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Kluber, Inc.	Vendor#: 39557	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 41 West Benton Street	City: Aurora	Address: Various	City: Wheaton
State: IL	Zip: 60506	State: IL	Zip: 60187
Phone: 630-389-7043	Fax:	Phone: 630-407-5681	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2024	Contract End Date (PO25): May 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	LO		Architectural Engineering and Design	FY25	1000	1100	53010		10,000.00	10,000.00
2	1	LO		Architectural Engineering and Design	FY25	6000	1220	54010	2302600	40,000.00	40,000.00
3	1	LO		Architectural Engineering and Design	FY26	1000	1100	53010		10,000.00	10,000.00
4	1	LO		Architectural Engineering and Design	FY26	6000	1220	54010	2302600	40,000.00	40,000.00
5	1	LO		Architectural Engineering and Design	FY27	1000	1100	53010		10,000.00	10,000.00
6	1	LO		Architectural Engineering and Design	FY27	6000	1220	54010	2302600	40,000.00	40,000.00
7	1	LO		Architectural Engineering and Design	FY28	1000	1100	53010		10,000.00	10,000.00
8	1	LO		Architectural Engineering and Design	FY28	6000	1220	54010	2302600	40,000.00	40,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 200,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Professional Architectural and Engineering Services
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Katie Boffa and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 11/19/24 CB: 11/26/24
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.