



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#: 23-3352	RFP, BID, QUOTE OR RENEWAL #: 23-107-SWM	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$2,199,627.50
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 11/07/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$2,199,627.50
	CURRENT TERM TOTAL COST: \$2,199,627.50	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: V3 Construction Group, Ltd.	VENDOR #:	DEPT: Stormwater Management	DEPT CONTACT NAME: Jamie Lock
VENDOR CONTACT: Michael Famiglietti	VENDOR CONTACT PHONE: 630-724-9200	DEPT CONTACT PHONE #: 630-407-6705	DEPT CONTACT EMAIL: jamie.lock@dupageco.org
VENDOR CONTACT EMAIL: mfamiglietti@v3co.com	VENDOR WEBSITE:	DEPT REQ #: 1600-2329	
<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.). \$2,199,627.50. Main Street Basin Flood Control Project, Lisle, IL. Improvements include but are not limited to: earth excavation, storm sewer improvements, clearing, water quality improvements, and associated restoration. This project is being funded by American Rescue Plan Act (ARPA) funds received by the Department. Lowest bid for Bid# 23-107-SWM			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Bid# 23-107-SWM			

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. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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: V3 Construction Group, Ltd.	Vendor#:	Dept: Stormwater Management	Division:
Attn: Michael Famiglietti	Email: MFamiglietti@v3co.com	Attn: Jamie Lock	Email: Jamie.Lock@dupageco.org
Address: 7325 Janes Avenue	City: Woodridge	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60517	State: IL	Zip: 60187
Phone: 630-724-9200	Fax:	Phone: 630-407-6705	Fax: 630-407-6701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: V3 Construction Group, Ltd.	Vendor#:	Dept: Stormwater Management	Division:
Attn: Michael Famiglietti	Email: MFamiglietti@v3co.com	Attn: Jamie Lock	Email: Jamie.Lock@dupageco.org
Address: 7325 Janes Avenue	City: Woodridge	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60517	State: IL	Zip: 60187
Phone: 630-724-9200	Fax:	Phone: 630-407-6705	Fax: 630-407-6701
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 14, 2023	Contract End Date (PO25): Nov 30, 2027
Contract Administrator (PO25): Alicia Favela Perez			

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		Main Street Basin Flood Control Project, Bid# 23-107-SWM	FY23	1100	1215	54060	COVID-19_SWM	30,000.00	30,000.00
2	1	EA			FY24	1100	1215	54060	COVID-19_SWM	2,089,627.50	2,089,627.50
3	1	EA			FY25	1100	1215	54060	COVID-19_SWM	40,000.00	40,000.00
4	1	EA			FY26	1100	1215	54060	COVID-19_SWM	25,000.00	25,000.00
5	1	EA			FY27	1600	3000	54060		15,000.00	15,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 2,199,627.50

<i>Comments</i>	
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