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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 23-1548	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $99,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 05/02/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: $99,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: Village of Willowbrook	VENDOR #:	DEPT: Stormwater Management	DEPT CONTACT NAME: Mary Beth Falsey
VENDOR CONTACT: Sean Halloran	VENDOR CONTACT PHONE: (630) 323-8125	DEPT CONTACT PHONE #: 630-407-6680	DEPT CONTACT EMAIL: marybeth.falsey@dupageco.org
VENDOR CONTACT EMAIL: shalloran@willowbrook.il.us	VENDOR WEBSITE: https://www.willowbrookil.org	DEPT REQ #: 1600-2313	

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.).
The project involves the conversion of an existing asphalt parking lot to permeable pavers. The improvements include removal of the existing asphalt, placement of subgrade and permeable pavers, and the installation of educational signage.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Since 2000, Stormwater Management's Water Quality Improvement Program has budgeted funds to provide financial assistance for projects that provide a regional water quality benefit to DuPage County streams. The Borse Memorial Parking Lot Improvements Project has been selected for funding for the FY 2023 Water Quality Improvement Program grant.

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED IGA (INTERGOVERNMENTAL AGREEMENT)	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.

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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Village of Willowbrook	Vendor#:	Dept: Stormwater Management	Division:
Attn: Sean Halloran	Email: shalloran@willowbrook.il.us	Attn: Mary Beth Falsey	Email: marybeth.falsey@dupageco.org
Address: 835 Midway Drive	City: Willowbrook	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60527	State: IL	Zip: 60187
Phone: (630) 323-8125	Fax:	Phone: 630-407-6680	Fax: 630-407-6701
Send Payments To:		*Ship to:*	
Vendor: Village of Willowbrook	Vendor#:	Dept: Stormwater Management	Division:
Attn: Sean Halloran	Email: shalloran@willowbrook.il.us	Attn: Mary Beth Falsey	Email: marybeth.falsey@dupageco.org
Address: 835 Midway Drive	City: Willowbrook	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60527	State: IL	Zip: 60187
Phone: (630) 323-8125	Fax:	Phone: 630-407-6680	Fax: 630-407-6701
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 9, 2023	Contract End Date (PO25): Nov 30, 2024
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		Village of Willowbrook- Borse Memorial Parking Lot Improvements	FY24	1600	3000	53830		99,000.00	99,000.00

FY is required, assure the correct FY is selected. Requisition Total $ 99,000.00

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