



# 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#: SM-P-0014-24	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$60,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 06/04/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$60,000.00
	CURRENT TERM TOTAL COST: \$60,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Naperville Park District	VENDOR #: 13243	DEPT: Stormwater Management	DEPT CONTACT NAME: Claire Kissane
VENDOR CONTACT: Peggy Motta	VENDOR CONTACT PHONE: (630) 848-5013	DEPT CONTACT PHONE #: (630) 407-6682	DEPT CONTACT EMAIL: claire.kissane@dupagecounty.gov
VENDOR CONTACT EMAIL: pmotta@napervilleparks.org	VENDOR WEBSITE: napervilleparks.org	DEPT REQ #: 1600-2414	
<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.). The project will replace an existing 1-acre gravel parking lot with a 1-acre permeable paver parking lot at the Ron Ory Community Garden Plots. The project includes demolition of the existing lot, earthwork and erosion control, and installation of the permeable pavers, base, and aggregate.			
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 Naperville Park District Permeable Pavers at the Community Garden Plots Project has been selected for funding for the FY 2024 Water Quality Improvement Program grant.			

### 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. IGA (INTERGOVERNMENTAL AGREEMENT)
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

<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: Naperville Park District	Vendor#: 13243	Dept: Stormwater Management	Division:
Attn: Peggy Motta	Email: pmotta@napervilleparks.org	Attn: Claire Kissane	Email: claire.kissane@dupagecounty.gov
Address: 320 W Jackson Ave	City: Naperville	Address: 421 N County Farm Rd	City: Wheaton
State: IL	Zip: 60540	State: IL	Zip: 60187
Phone: (630) 848-5013	Fax:	Phone: (630) 407-6682	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Naperville Park District	Vendor#: 13243	Dept: Stormwater Management	Division:
Attn: Peggy Motta	Email: pmotta@napervilleparks.org	Attn: Claire Kissane	Email: claire.kissane@dupagecounty.gov
Address: 320 W Jackson Ave	City: Naperville	Address: 421 N County Farm Rd	City: Wheaton
State: IL	Zip: 60540	State: IL	Zip: 60187
Phone: (630) 848-5013	Fax:	Phone: (630) 407-6682	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 11, 2024	Contract End Date (PO25): Jun 30, 2026
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		Water quality improvement for Naperville Park District Permeable Pavers at the Community Garden Plots Project	FY26	1600	3000	53830		60,000.00	60,000.00
										Requisition Total	\$ 60,000.00

**FY is required, assure the correct FY is selected.**

<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