



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: 2 YRS + 1 X 2 YR TERM PERIOD | INITIAL TERM TOTAL COST: \$500,000.00 |
| COMMITTEE: TRANSPORTATION | TARGET COMMITTEE DATE: 09/19/2023 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,000,000.00 |
| | CURRENT TERM TOTAL COST: \$500,000.00 | MAX LENGTH WITH ALL RENEWALS: FOUR YEARS | CURRENT TERM PERIOD: INITIAL TERM |
| Vendor Information | | Department Information | |
| VENDOR: HBK Engineering, LLC | VENDOR #: 26102 | DEPT: Division of Transportation | DEPT CONTACT NAME: William Eidson |
| VENDOR CONTACT: Eric Bergstrom | VENDOR CONTACT PHONE: 312-432-0076 | DEPT CONTACT PHONE #: 630-407-6900 | DEPT CONTACT EMAIL: william.eidson@dupageco.org |
| VENDOR CONTACT EMAIL: Ebergstrom@hbkengineering.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.). Professional Surveying, Underground Locating and Marking Services, and Subsurface Utility Engineering Services, for various locations throughout the County, upon request of the Division of Transportation. Section 23-PULMS-04-MS, for the period December 1, 2023 through November 30, 2025. Total contract not to exceed \$500,000.00 | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Division of Transportation is in need of Professional Underground Locating and Marking and Subsurface Utility Engineering (SUE) Services. The locating and marking tasks include processing and distributing tickets received from the Illinois One Call (JULIE) system and field locating county-owned facilities. The SUE services will be performed upon request and may include any quality level depending on the needs of the county. It is anticipated that there could be 12,000-15,000 locate tickets received in an annual period covering both storm sewers and traffic facilities (electrical and fiber optic). | | | |

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. FINANCIAL PLANNING |
| SOURCE SELECTION | Describe method used to select source. The DOT only selects firms that are pre-qualified in accordance with IDOT guidelines. Requests for Statements of Interest were solicited from qualified firms. Statements of Interest were received from 3 firms. The DOT reviewed each submittal taking into consideration the firm's GIS mapping and management experience, strategies to manage multiple simultaneous assignments, and experience of key personnel. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by HBK Engineering, LLC is qualified and has the staff available to perform the work 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) Award a contract to HBK Engineering, LLC. This is the recommended option. 2) Contract with another firm. Not recommended due to staff's determination that HBK Engineering, LLC is the most qualified. 3) Do not award a contract. Not recommended as the DOT does not possess the staff resources to perform this work and must contract for these services. |

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: DO NOT SEND TO VENDOR | Vendor#: | Dept: Division of Transportation | Division: Finance |
| Attn: | Email: | Attn: DOT Finance | Email: DOTFinance@dupageco.org |
| Address: | City: | Address: 421 N. County Farm Road | City: Wheaton |
| State: | Zip: | State: IL | Zip: 60187 |
| Phone: | Fax: | Phone: | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: HBK Engineering, LLC | Vendor#: | Dept: | Division: |
| Attn: Set up for ACH | 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): Dec 1, 2023 | Contract End Date (PO25): Nov 30, 2025 |
| Contract Administrator (PO25): Kathleen Black Curcio | | | |

| 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 | | 23-PULMS-04-MS FY2024 | FY24 | 1500 | 3500 | 54040 | VV23UGUT IL | 250,000.00 | 250,000.00 |
| 2 | 1 | EA | | 23-PULMS-04-MS FY2025 | FY25 | 1500 | 3500 | 54040 | VV23UGUT IL | 250,000.00 | 250,000.00 |
| FY is required, assure the correct FY is selected. | | | | | | | | | | Requisition Total | \$ 500,000.00 |

| Comments | |
|----------------------|--|
| HEADER COMMENTS | Provide comments for P020 and P025. Professional Surveying, Underground Locating and Marking Services, and Subsurface Utility Engineering Services, for various locations throughout the County, upon request of the Division of Transportation. Section 23-PULMS-04-MS |
| 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. Copy of PO sent to DOTFinance@dupageco.org, Joan.McAvoy2@dupageco.org |
| 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