



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

lko
SM 7
7-30-25

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-1808	RFP, BID, QUOTE OR RENEWAL #: 25-055-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$75,201.20
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$75,201.20
	CURRENT TERM TOTAL COST: \$75,201.20	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: International Cybernetics Company d/b/a IMS Infrastructure Management Services	VENDOR #: 46632	DEPT: Division of Transportation	DEPT CONTACT NAME: John Loper
VENDOR CONTACT: Mollie Rhett	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #:	DEPT CONTACT EMAIL:
VENDOR CONTACT EMAIL: mrhett@icc-ims.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.). Pavement Condition Rating and Annual Maintenance and Support Services for the DuPage County Pavement Management Program			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DOT tracks its pavement condition biennially in order to evaluate paving methods and strategies, and to budget and program its pavement maintenance program. Pavement condition is important to the economy of DuPage County and the safety of the driving public.			

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

SOURCE SELECTION	Describe method used to select source. DOT and Procurement followed an RFI/RFP process. Responding vendors submitted proposals to Procurement Department which were evaluated by a DOT team and vendor was selected based on professional qualifications, technical capabilities and cost proposal.
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). : Award contract to IMS 1) Award contract to Vendor (IMS) – Vendor has the technical capability, equipment and experience to collect, review, analyze and integrate the data collected in an efficient manner. The vendor also has staffing and availability to perform this work for the entire system of county highways in the required time. 2) Perform work in-house – DuDOT does not have the time nor the equipment capabilities to perform these services in-house. It would be a challenge to provide pavement assessment on all DuDOT pavements in this calendar year without equipment and experienced staff. 3) Do Nothing – DuDOT requires frequent assessment of pavement to determine the next two to three years of pavement rehabilitation and investment. Doing nothing would put the county's ability to determine the best and most cost-effective pavement treatment locations and strategies at risk.

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: International Cybernetics Company d/b/a IMS Infrastructure Management Services	Vendor#: 46632	Dept: Division of Transportation	Division: Accounts Payable
Attn: Mollie Rhett	Email:	Attn: Gerald Smith	Email: DOTFinance@dupagecounty.gov
Address: 10630 75th Street	City: Largo	Address: 421 N. County Farm Road	City: Wheaton
State: Florida	Zip: 33777	State: IL	Zip: 60187
Phone: 1-727-547-0696	Fax:	Phone:	Fax:
Send Payments To:		Ship to:	
Vendor: same as above	Vendor#:	Dept:	Division:
Attn:	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): August 13, 2025	Contract End Date (PO25): August 12, 2026

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		DOT Pvt Condition Rating	FY25	1500	3500	53090		25,000.00	25,000.00
2	1	EA		DOT Pvt Condition Rating	FY26	1500	3500	53090		50,201.20	50,201.20
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 75,201.20

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Pavement condition rating, annual maintenance and support services for the DuPage County Pavement Management Program.
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. Please forward copy of PO to DOTFinance@dupagecounty.gov and Joan.McAvoy@dupagecounty.gov
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.