



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#: 26-0919	RFP, BID, QUOTE OR RENEWAL #: 26-012-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$1,411,340.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,411,340.00
	CURRENT TERM TOTAL COST: \$1,411,340.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Western Waterproofing Company, Inc. d/b/a Western Specialty Contractors	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Geoff Matteson
VENDOR CONTACT: Brent Rogers	VENDOR CONTACT PHONE: 773-638-5206	DEPT CONTACT PHONE #: x5681	DEPT CONTACT EMAIL: geoffrey.matteson@dupagecounty.gov
VENDOR CONTACT EMAIL: BrentR@westerngroup.com	VENDOR WEBSITE:	DEPT REQ #:	
<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.). Recommendation for the approval of a contract to Western Waterproofing Company, Inc. d/b/a Western Specialty Contractors to complete Phase II repair, maintenance, and capital improvements for the 479 and 509 parking structures on County Campus, for Facilities Management, for the period April 14, 2026 through November 30, 2027, for a total contract amount not to exceed \$1,411,340.00, per lowest responsible bid #26-012-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The parking decks, constructed in 1990 and 1991, were evaluated by a professional engineer and require the structural repairs to be completed with this contract.			

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.
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: Western Waterproofing Company, Inc. d/b/a Western Specialty Contractors	Vendor#:	Dept: Facilities Management	Division:
Attn: Brent Rogers	Email: BrentR@westerngroup.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 676 East Fullerton Ave.	City: Glendale Heights	Address:	City: Wheaton
State: IL	Zip: 60139	State: IL	Zip: 60187
Phone: 773-638-5206	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Western Waterproofing Company, Inc. d/b/a Western Specialty Contractors	Vendor#:	Dept: Facilities Management	Division:
Attn: Brent Rogers	Email: BrentR@westerngroup.com	Attn: Geoff Matteson	Email: geoffrey.matteson@dupagecounty. gov
Address: 676 East Fullerton Ave.	City: Glendale Heights	Address: Various	City: Wheaton
State: IL	Zip: 60139	State: IL	Zip: 60187
Phone: 773-638-5206	Fax:	Phone: 630-407-5681	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 14, 2026	Contract End Date (PO25): Nov 30, 2027

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	LO		Parking Deck Repairs	FY26	6000	1220	54010	2601100	1,008,100.00	1,008,100.00
2	1	LO		Contingency	FY26	6000	1220	54010	2601100	201,620.00	201,620.00
3	1	LO		Contingency	FY27	6000	1220	54010	2601100	201,620.00	201,620.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 1,411,340.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. 479 and 509 Phase II Parking Deck Repairs
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez & Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 4/7/26 CB: 4/14/26
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.