



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

### SECTION 1: DESCRIPTION

|                                                                                                                                                                                                                                                                                        |                                          |                                       |                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------|-----------------------------------------------------------|
| <b>General Tracking</b>                                                                                                                                                                                                                                                                |                                          | <b>Contract Terms</b>                 |                                                           |
| FILE ID#:                                                                                                                                                                                                                                                                              | RFP, BID, QUOTE OR RENEWAL #:            | INITIAL TERM WITH RENEWALS:<br>OTHER  | INITIAL TERM TOTAL COST:<br>\$500,000.00                  |
| COMMITTEE:<br>TRANSPORTATION                                                                                                                                                                                                                                                           | TARGET COMMITTEE DATE:<br>05/16/2023     | PROMPT FOR RENEWAL:                   | CONTRACT TOTAL COST WITH ALL<br>RENEWALS:<br>\$500,000.00 |
|                                                                                                                                                                                                                                                                                        | CURRENT TERM TOTAL COST:<br>\$500,000.00 | MAX LENGTH WITH ALL RENEWALS:         | CURRENT TERM PERIOD:<br>INITIAL TERM                      |
| <b>Vendor Information</b>                                                                                                                                                                                                                                                              |                                          | <b>Department Information</b>         |                                                           |
| VENDOR:<br>Tecma Associates, Inc.                                                                                                                                                                                                                                                      | VENDOR #:<br>41569                       | DEPT:<br>Division of Transportation   | DEPT CONTACT NAME:<br>William C. Eidson                   |
| VENDOR CONTACT:<br>Manesh Shatri                                                                                                                                                                                                                                                       | VENDOR CONTACT PHONE:<br>773-763-5555    | DEPT CONTACT PHONE #:<br>630-407-6900 | DEPT CONTACT EMAIL:<br>william.eidson@dupageco.org        |
| VENDOR CONTACT EMAIL:<br>manesh@tecmaengineering.com                                                                                                                                                                                                                                   | VENDOR WEBSITE:                          | DEPT REQ #:                           |                                                           |
| <b>Overview</b>                                                                                                                                                                                                                                                                        |                                          |                                       |                                                           |
| DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.).<br>Professional Construction Engineering Services, upon request of the Division of Transportation. Section Number 23-CENGR-12-EG. |                                          |                                       |                                                           |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>To Provide Professional Construction Engineering Services to include inspection, monitoring progress, documentation, ensure adherence to contract plans and specifications.      |                                          |                                       |                                                           |

### 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.<br>FINANCIAL PLANNING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| SOURCE SELECTION                    | Describe method used to select source.<br>The DOT only selects firms that are pre-qualified in accordance with IDOT guidelines. Requests for Statements of Interest were sent to firms throughout the industry and responses were received from 26 firms qualified to perform this work. Based on the review of the Statements of Interest, 5 firms were shortlisted and requested to submit a Statement of Qualification. The DOT reviewed each submittal taking into consideration the firm's understanding of the project, strategies to ensure timely completion of the project, experience on similar projects, and experience of key personnel. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Tecma Associates, Inc. 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).<br>1. Award a contract to Tecma Associates, Inc. This is the recommended option.<br>2. Contract with another firm. Not recommended due to staff's determination that Tecma Associates, Inc. is the most qualified.<br>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

|                                      |                                                                                                                                                                                                                                                     |
|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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:<br>DO NOT SEND PO TO VENDOR                  | Vendor#:            | Dept:<br>Division of Transportation         | Division:<br>Finance                      |
| Attn:                                                | Email:              | Attn:<br>DOT Finance                        | Email:<br>DOTFinance@dupageco.org         |
| Address:                                             | City:               | Address:<br>421 N. County Farm Road         | City:<br>Wheaton                          |
| State:                                               | Zip:                | State:<br>IL                                | Zip:<br>60187                             |
| Phone:                                               | Fax:                | Phone:                                      | Fax:                                      |
| <i>Send Payments To:</i>                             |                     | <i>Ship to:</i>                             |                                           |
| Vendor:<br>Tecma Associates, Inc.                    | Vendor#:<br>41569   | Dept:                                       | Division:                                 |
| Attn:                                                | Email:              | Attn:                                       | Email:                                    |
| Address:<br>475 N. Martingale Road, Suite 570        | City:<br>Schaumburg | Address:                                    | City:                                     |
| State:<br>IL                                         | Zip:<br>60173       | State:                                      | Zip:                                      |
| Phone:                                               | Fax:                | Phone:                                      | Fax:                                      |
| Shipping                                             |                     | Contract Dates                              |                                           |
| Payment Terms:<br>PER 50 ILCS 505/1                  | FOB:<br>Destination | Contract Start Date (PO25):<br>May 23, 2023 | Contract End Date (PO25):<br>Nov 30, 2025 |
| Contract Administrator (PO25): Kathleen Black Curcio |                     |                                             |                                           |

| Purchase Requisition Line Details                                |     |     |                            |                |      |         |      |           |                             |                   |               |
|------------------------------------------------------------------|-----|-----|----------------------------|----------------|------|---------|------|-----------|-----------------------------|-------------------|---------------|
| LN                                                               | Qty | UOM | Item Detail<br>(Product #) | Description    | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension     |
| 1                                                                | 1   | EA  |                            | 23-CENGR-12-EG | FY23 | 1500    | 3500 | 54040     | VV23CONI<br>NSPTA           | 50,000.00         | 50,000.00     |
| 2                                                                | 1   | EA  |                            | 23-CENGR-12-EG | FY24 | 1500    | 3500 | 54040     | VV23CONI<br>NSPTA           | 350,000.00        | 350,000.00    |
| 3                                                                | 1   | EA  |                            | 23-CENGR-12-EG | FY25 | 1500    | 3500 | 54040     | VV23CONI<br>NSPTA           | 100,000.00        | 100,000.00    |
| <b><i>FY is required, assure the correct FY is selected.</i></b> |     |     |                            |                |      |         |      |           |                             | Requisition Total | \$ 500,000.00 |

| Comments             |                                                                                                                                                                          |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HEADER COMMENTS      | Provide comments for P020 and P025.<br>Professional Construction Engineering Services, upon request of the Division of Transportation.<br>Section Number 23-CENGR-12-EG. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.<br>DOT to issue formal Notice to Proceed. Do not send PO to Consultant.  |
| INTERNAL NOTES       | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.<br>Last Invoice Date 11/30/26.                                     |
| 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