



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

SECTION 1: DESCRIPTION

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| <i>General Tracking</i> | | <i>Contract Terms</i> | |
| FILE ID#: | RFP, BID, QUOTE OR RENEWAL #: | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$90,000.00 |
| COMMITTEE: PUBLIC WORKS | TARGET COMMITTEE DATE: 09/16/2025 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: \$90,000.00 |
| | CURRENT TERM TOTAL COST: \$90,000.00 | MAX LENGTH WITH ALL RENEWALS: FOUR YEARS | CURRENT TERM PERIOD: INITIAL TERM |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Christopher B. Burke Engineering, LTD. | VENDOR #: 10234 | DEPT: Public Works | DEPT CONTACT NAME: Sean Reese |
| VENDOR CONTACT: John Caruso | VENDOR CONTACT PHONE: 847-823-0500 | DEPT CONTACT PHONE #: 630-985-7400 | DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov |
| VENDOR CONTACT EMAIL: jcaruso@cbbel.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.). Professional engineering services for various water and wastewater design projects across DuPage County from September 23, 2025 to November 30, 2028 for a contract total not to exceed \$90,000. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This contract will provide professional engineering services to DuPage County Public Works which will include, but not be limited to, review and design of various water and wastewater projects throughout the systems managed by DuPage County Public Works. | | | |

SECTION 2: DECISION MEMO REQUIREMENTS

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| 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

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| SOURCE SELECTION | Describe method used to select source. A request for a statement of interest from qualified firms was posted. We received 5 SOI's. Based on the experience with the County water and wastewater systems and areas of expertise, staff recommends Christopher Burke Engineering for these on-call services. |
| 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) Contract with CBBEL for this professional engineering contract. This option is recommended. 2) Contract with an alternative engineering firm. Not recommended due to the expertise of CBBEL. 3) Do not have contract. Not recommended due to the needs within the water and wastewater distribution and collection systems. |

| 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: Christopher B. Burke Engineering, LTD. | Vendor#: 10234 | Dept: Public Works | Division: Public Works |
| Attn: John Caruso | Email: jcaruso@cbbel.com | Attn: Magda Leonida-Padilla | Email: pwaccountspayable@dupagecount y.gov |
| Address: 9575 W. Higgins Road | City: Rosemont | Address: 7900 S. Rt. 53 | City: Woodridge |
| State: IL | Zip: 60018 | State: IL | Zip: 60517 |
| Phone: 847-823-0500 | Fax: | Phone: 630-985-7400 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Same as above | Vendor#: | Dept: Same as above | 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): Sep 23, 2025 | Contract End Date (PO25): Nov 30, 2028 |

| 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 | | Professional Engineering Services | FY25 | 2000 | 2555 | 53010 | | 1,000.00 | 1,000.00 |
| 2 | 1 | EA | | Professional Engineering Services | FY26 | 2000 | 2555 | 53010 | | 30,000.00 | 30,000.00 |
| 3 | 1 | EA | | Professional Engineering Services | FY27 | 2000 | 2555 | 53010 | | 30,000.00 | 30,000.00 |
| 4 | 1 | EA | | Professional Engineering Services | FY28 | 2000 | 2555 | 53010 | | 29,000.00 | 29,000.00 |
| FY is required, ensure the correct FY is selected. | | | | | | | | | | Requisition Total | \$ 90,000.00 |

| Comments | |
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| 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. |