



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#: 24-0757	RFP, BID, QUOTE OR RENEWAL #: RFP #24-020-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$36,500.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/05/2024	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$97,500.00
	CURRENT TERM TOTAL COST: \$36,500.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Hey and Associates, Inc.	VENDOR #: 10705	DEPT: Facilities Management	DEPT CONTACT NAME: Jennifer Boyer
VENDOR CONTACT: Matt Bucher	VENDOR CONTACT PHONE: 847-740-0888	DEPT CONTACT PHONE #: 630-407-6727	DEPT CONTACT EMAIL: jen.boyer@dupagecounty.gov
VENDOR CONTACT EMAIL: volo@heyassoc.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 Hey and Associates, Inc., for Natural Areas Management, which includes controlled burning and weeding of the native gardens on the County campus for Facilities Management, for the period March 12, 2024 through March 11, 2025, for a total contract amount not to exceed \$36,500, per RFP #24-020-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The DuPage County campus contains roughly 28 acres of natural areas and about ½ acre of native gardens. Most of these areas have been planted or restored since 2015 to provide ecosystem services on campus. This contract supports the management of the natural areas by an ecological management firm and includes weeding of the native gardens where knowledge of native plants is needed.			

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.
RFP (REQUEST FOR PROPOSAL)	

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. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. RFP #24-020-FM was released to the public on 1/19/24. Of 20 invitations sent out, two (2) requested documents. Six (6) vendors submitted proposals. Those proposals were evaluated in four categories. Hey and Associates, Inc. met the criteria and was rated the highest points.
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. Do not approve a contract to Hey and Associates, Inc. 2. Perform services in-house. Department does not have qualified staffing to provide this service in-house.

## 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: Hey and Associates, Inc.	Vendor#: 10705	Dept: Facilities Management	Division:
Attn: Matt Bucher	Email: volo@heyassoc.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 26575 W. Commerce Dr. Ste 601	City: Volo	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60073	State: IL	Zip: 60187
Phone: 847-740-0888	Fax: 847-740-2888	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 12, 2024	Contract End Date (PO25): Mar 11, 2025
Contract Administrator (PO25): Cathie Figlewski			

**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		Professional Natural Areas Management	FY24	1000	1100	53090		36,499.00	36,499.00
2	1	LO		Professional Natural Areas Management	FY25	1000	1100	53090		1.00	1.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 36,500.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Professional Natural Areas Management
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 & Jennifer Boyer
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 3/5/24 CB: 3/12/24
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