



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#: SM-P-0019-25	RFP, BID, QUOTE OR RENEWAL #: 23-065-PW	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$30,845.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 09/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$30,845.00
	CURRENT TERM TOTAL COST: \$30,845.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Hoerr Construction, Inc.	VENDOR #: 22883	DEPT: Stormwater Management	DEPT CONTACT NAME: Jamie Lock
VENDOR CONTACT: David Steffen	VENDOR CONTACT PHONE: 309.303.4258	DEPT CONTACT PHONE #: 630-407-6705	DEPT CONTACT EMAIL: jamie.lock@dupagecounty.gov
VENDOR CONTACT EMAIL: dsteffen@hoerr.com	VENDOR WEBSITE: www.hoerr.com	DEPT REQ #: 1600-2520	
<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.). 90th & Kaye Drainage Improvement Project - bid award through OMNIA Cooperative Agreement, 23-065-PW			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This project will assist with the necessary maintenance and improvements to an existing system to ensure an existing pipe remains functional, protecting multiple surrounding properties from flooding.			

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. COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. The contractor was selected through Bid 23-065-PW, a cooperative agreement negotiated by DuPage County through OMNIA
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). Staff recommends awarding the project to Hoerr Construction, Inc. to perform necessary rehabilitation of the 90th and Kaye drainage infrastructure in a timely manner. Other options include public bid which may result in higher costs and time delays, or not performing the work. Neither of these alternatives are recommended due to the nature of the work and timeliness of rehabilitation.

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: Hoerr Construction, Inc.	Vendor#: 22883	Dept: Stormwater Management	Division:
Attn: David Steffen	Email: dsteffen@hoerr.com	Attn: Jamie Lock	Email: jamie.lock@dupagecounty.gov
Address: 1416 County Road 200 N PO Box 65	City: Goodfield	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 61742	State: IL	Zip: 60187
Phone: 309-303-4258	Fax:	Phone: 630-407-6705	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same	Vendor#:	Dept: same	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 9, 2025	Contract End Date (PO25): Nov 30, 2025

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		90th & Kaye Drainage Improvement Project	FY25	5000	3075	53830	22-203688	30,845.00	30,845.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 30,845.00

Comments	
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.