



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2054	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$95,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 09/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$95,000.00
	CURRENT TERM TOTAL COST: \$95,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Robinson Engineering, LTD.	VENDOR #: 30232	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Aaron Fundich	VENDOR CONTACT PHONE: 815-412-2701	DEPT CONTACT PHONE #: 630.985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: afundich@reltd.com	VENDOR WEBSITE:	DEPT REQ #:	
Overview			
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 an agreement between the County of DuPage, Illinois and Robinson Engineering, LTD., for on-call professional engineering design services for the various County water and wastewater distribution and collection systems, for the period of September 9, 2025, to November 30, 2028, for a total contract amount not to exceed \$95,000. Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/et. seq.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Public Works is in need of engineering services related to the water and wastewater systems. This contract will be used for biannual water tower inspections, distribution and collection system design & modeling, antenna tower lease infrastructure review, and tower maintenance specifications such as painting of the water towers.			

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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. A request for a statement of interests from qualified firms was posted and we received 5 responses. Based on the experience with County water and wastewater systems and areas of expertise staff recommends Robinson 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 Robinson Engineering for this professional engineering contract. This option is recommended. 2) Contract with an alternative engineering firm. Not recommended due to the expertise of Robinson Engineering. 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: Robinson Engineering, LTD	Vendor#: 30232	Dept: DuPage County Public Works	Division: Public Works
Attn: Aaron Fundich	Email: afundich@reltd.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 127 N. Walnut Street, Suite 200	City: Itasca	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60143	State: IL	Zip: 60517
Phone: 815-412-2701	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same As Above	Vendor#: Same As Above	Dept: Same As Above	Division: Same As Above
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, 2028
Contract Administrator (PO25): Drew Cormican			

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		On-Call professional engineering services for various County Water and Wastewater collection and distribution design	FY25	2000	2640	53010		10,000.00	10,000.00
2	1	EA		On-Call professional engineering services for various County Water and Wastewater collection and distribution design	FY25	2000	2555	53010		5,000.00	5,000.00
3	1	EA		On-Call professional engineering services for various County Water and Wastewater collection and distribution design	FY26	2000	2640	53010		20,000.00	20,000.00
4	1	EA		On-Call professional engineering services for various County Water and Wastewater collection and distribution design	FY26	2000	2555	53010		15,000.00	15,000.00
5	1	EA		On-Call professional engineering services for various County Water and Wastewater collection and distribution design	FY27	2000	2640	53010		20,000.00	20,000.00
6	1	EA		On-Call professional engineering services for various County Water and Wastewater collection and distribution design	FY27	2000	2555	53010		15,000.00	15,000.00
7	1	EA		On-Call professional engineering services for various County Water and Wastewater collection and distribution design	FY28	2000	2640	53010		10,000.00	10,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 95,000.00

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.

The following documents have been attached: ☐ W-9 ☐ Vendor Ethics Disclosure Statement