



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-0731	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$304,260.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/04/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$304,260.00
	CURRENT TERM TOTAL COST: \$304,260.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
Vendor Information		Department Information	
VENDOR: Desman, Inc.	VENDOR #: 38202	DEPT: Facilities Management	DEPT CONTACT NAME: Geoff Matteson
VENDOR CONTACT: Jeff Henriksen	VENDOR CONTACT PHONE: 312-263-8400	DEPT CONTACT PHONE #: 630-407-5681	DEPT CONTACT EMAIL: geoffrey.matteson@dupageco.org
VENDOR CONTACT EMAIL: jhenriksen@desman.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 a contract to Desman, Inc., to provide Professional Architectural and Engineering Design Services to complete the repair, maintenance, and long-term capital improvement and asset management goals for the 479 and 509 parking decks on County Campus, for Facilities Management, for the period April 11, 2023 through December 15, 2025 for a total contract amount not to exceed \$304,260.00, 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/ .01 et. seq.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished An initial baseline survey investigation and assessment report for the 479 and 509 parking structures was completed in 2019. Recommended priority repairs, in targeted areas, were engineered and performed on the garages in 2020 and 2021. This project will be a more-encompassing rehabilitation of the garages, addressing deferred-maintenance issues, extending the decks' overall projected useful lives.			

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. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. A request for Statement of Interest for "Professional Engineering Services for Parking Deck Repairs and Bid Specifications" was issued, 2 firms responded. Staff has reviewed the qualifications of these firms and has determined that Desman, Inc. possesses the qualified staff to provide Professional Engineering Services for structural repairs for the 479 and 509 Parking Garages 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). 1) Staff recommends approval of a professional services contract with Desman, Inc. to provide Professional Engineering and Design Services to complete repair, maintenance, and long-term capital improvements and asset management goals for the 479 and 509 Parking Decks. 2) Select another firm. However, staff does not recommend this, and has determined that Desman, Inc. possesses the qualified engineering staff to provide these services on behalf of the County.

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: Desman, Inc.	Vendor#: 38202	Dept: Facilities Management	Division:
Attn: Jeff Henriksen	Email: jhenriksen@desman.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 3 West 35th Street, 3rd Floor	City: New York	Address: 421 N. County Farm Road	City: Wheaton
State: NY	Zip: 10001	State: IL	Zip: 60187
Phone: 312-263-8400	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Desman, Inc.	Vendor#: 38202	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Geoff Matteson	Email: geoffrey.matteson@dupageco.org
Address: 3 West 35th Street, 3rd Floor	City: New York	Address: Various	City: Wheaton
State: NY	Zip: 10001	State: IL	Zip: 60187
Phone: 312-263-8400	Fax:	Phone: 630-407-5681	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 11, 2023	Contract End Date (PO25): Dec 15, 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		Engineering Services	FY23	6000	1220	54010	2300300	152,130.00	152,130.00
2	1	LO		Engineering Services	FY24	6000	1220	54010	2300300	152,129.00	152,129.00
3	1	LO		Engineering Services	FY25	6000	1220	54010	2300300	1.00	1.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 304,260.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide Professional Engineering Services for the 479 & 509 Parking Decks.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Katie Boffa & Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 4/4/23 CB: 4/11/23 Project #23-00300
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