



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#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$70,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 05/05/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$140,000.00
	CURRENT TERM TOTAL COST: \$70,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Contigo Engineering	VENDOR #: 43084	DEPT: Stormwater Management	DEPT CONTACT NAME: Sarah Hunn
VENDOR CONTACT: Jenny Lowenstein	VENDOR CONTACT PHONE: [REDACTED]	DEPT CONTACT PHONE #: 630-407-6676	DEPT CONTACT EMAIL: sarah.hunn@dupagecounty.gov
VENDOR CONTACT EMAIL: Jenny.loewenstein@contigoengineering.com	VENDOR WEBSITE: https://www.contigoengineering.com/	DEPT REQ #: 1600-2614	
<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 to complete DuPage County Stormwater and Floodplain permit application reviews and inspections on an as needed basis. Contract not to exceed \$70,000.00. The County requires outside consulting services to complete the stormwater permit applications in a timely and effective manner in order to meet review timelines established by the Stormwater Committee and the County Board.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This contract will be utilized when permit applications peak throughout the year and when outside professional expertise is required in order to meet review timeliness established by the Stormwater Committee and the County Board.			

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

SOURCE SELECTION	Describe method used to select source. This contract was vetted based on the County's Qualified Based Selection (QBS) process, which allows for Professional Services to be vetted through an open and transparent process. Requests for Statements of Qualifications were sent to firms throughout the industry. Stormwater staff utilized an evaluation team to review and rank a total of 7 firms, taking into consideration the qualifications of the firm, experience of key personnel, and understanding of unique scope of services. Stormwater staff has determined that Contigo is capable of performing the necessary services for the Department.
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) Award a contract to Contigo a firm with expertise in the field, to assist with the needs of the department. 2) Hire in-house staff to assist current staff with the increased demand due to development. 3) Take no action. This is not recommended, as it is important to complete permit reviews in the timelines agreed upon.

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: Contigo Engineering	Vendor#: 43084	Dept: Stormwater Management	Division:
Attn: Jenny Loewenstein	Email:	Attn: Sarah Hunn	Email: Sarah.hunn@dupagecounty.gov
Address: ██████████	City: Bartlett	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60103	State: IL	Zip: 60187
Phone: ██████████	Fax:	Phone: 630-407-6676	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): May 12, 2026	Contract End Date (PO25): Nov 30, 2027

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 Service for Permitting	FY26	1600	3000	53010		45,000.00	45,000.00
2	1	EA		Professional Engineering Service for Permitting	FY27	1600	3000	53010		25,000.00	25,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 70,000.00

<i>Comments</i>	
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.