



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

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SECTION 1: DESCRIPTION			
General Tracking		Contract Terms	
FILE ID#: 26-1213	RFP, BID, QUOTE OR RENEWAL #: PSA	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$700,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 04/21/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$700,000.00
	CURRENT TERM TOTAL COST: \$700,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Collins Engineers, Inc.	VENDOR #: 12733	DEPT: Division of Transportation	DEPT CONTACT NAME: Stephen Travia
VENDOR CONTACT: Michael Haas	VENDOR CONTACT PHONE: 312.236-2458	DEPT CONTACT PHONE #: 6900	DEPT CONTACT EMAIL: stephen.travia@dupagecounty.gov
VENDOR CONTACT EMAIL: mhaas@collinsengr.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.). Professional Service Agreement for Bridge Inspection Services at various Roadway and Trail Bridges within DuPage County, upon request. Section number 26-00009-02-EG, for a contract total not to exceed \$700,000.00; for the period of April 28, 2026, through May 31, 2030.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The County is required according to the National Bridge Inspection Standards (NBIS) and federal law, to inspect and report the condition of its bridges to the Illinois Department of Transportation (IDOT) who maintains a database of all bridges within Illinois. This database is part of the National Bridge Inventory (NBI), and is administered by the Federal Highway Administration. Bridge inspectors are required to have and maintain specific qualifications under the NBIS.			

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. The DOT only selects firms that are pre-qualified in accordance with IDOT guidelines. Requests for Statements of Interest were sent to firms throughout the industry. Statements of Interest were received from 15 firms. Based on the review of the Statements of Interest, 3 firms were shortlisted and requested to submit a Statement of Qualification. The DOT reviewed each submittal taking into consideration the firm's understanding of the project, strategies to ensure timely completion of the project, technical approach and key staff capabilities, and experience on similar projects. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by Collins Engineers, Inc. was most qualified and had the staff available to perform the work 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. Award a contract to Collins Engineers, Inc. This is the recommended option. 2. Contract with another firm. Not recommended due to staff's determination that Collins Engineers, Inc. is the most qualified. 3. Do not award a contract. Not recommended as the DOT does not possess the staff resources to perform this work and must contract for these services.

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: DO NOT SEND PO TO VENDOR	Vendor#:	Dept: Division of Transportation	Division: DOT Finance
Attn:	Email:	Attn: DOT Finance	Email: DOTFinance@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Collins Engineers, Inc.	Vendor#: 12733	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: 550 West Jackson Suite 1200	City: Chicago	Address:	City:
State: IL	Zip: 60661	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 28, 2026	Contract End Date (PO25): 5/31/2030

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		26-00009-02-EG	FY26	1500	3500	54040		100,000.00	100,000.00
2	1	EA		26-00009-02-EG	FY27	1500	3500	54040		150,000.00	150,000.00
3	1	EA		26-00009-02-EG	FY28	1500	3500	54040		150,000.00	150,000.00
4	1	EA		26-00009-02-EG	FY29	1500	3500	54040		150,000.00	150,000.00
5	1	EA		26-00009-02-EG	FY30	1500	3500	54040		150,000.00	150,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 700,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Professional Service Agreement for Bridge Inspection Services for DOT Roadway and Trail Bridges. Section number 26-00009-02-EG
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. DOT will issue a formal NTP, don not send copy of PO to vendor.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Last invoice date October 31, 2028. Send copy of PO via email to DOTFinance@dupagecounty.gov & Joan.McAvoy@dupagecounty.gov
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.