



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 24-3122	RFP, BID, QUOTE OR RENEWAL #: PSA	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$292,448.90
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 12/03/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$292,448.90
	CURRENT TERM TOTAL COST: \$292,448.90	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: d'Escoto, Inc.	VENDOR #: 44507	DEPT: Division of Transportation	DEPT CONTACT NAME: Stephen Travia, P.E.
VENDOR CONTACT: Frederick d'Escoto	VENDOR CONTACT PHONE: 312-787-4017	DEPT CONTACT PHONE #: 630-407-6900	DEPT CONTACT EMAIL: sephen.travia@dupagecounty.gov
VENDOR CONTACT EMAIL: fcdescoto@descotoinc.com	VENDOR WEBSITE:	DEPT REQ #:	
<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 Preliminary (Phase I) Engineering Services for 91st Street Sidewalk Enhancements, for the Division of Transportation. With contract total not to exceed \$292,448.90 through October 31, 2026. Section #24-WCCPM-01-SW.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Preliminary (Phase I) Engineering Services are required for the sidewalk and lighting improvements along 91st Street between Clarendon Hill Road and IL Route 83.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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)	

<b>SECTION 3: DECISION MEMO</b>	
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 10 firms. Based on the review of the Statements of Interest, these firms were requested to submit a Statement of Qualification. The DOT reviewed each submittal taking into consideration the technical approach to the project, understanding of key considerations, experience with similar projects, experience with key team members, and relevant past work. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by d'Escoto, 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 d'Escoto, Inc. this is the recommended option. 2. Contract with another firm. Not recommended due to staff's determination that d'Escoto, 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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: d'Escoto, Inc.	Vendor#: 44507	Dept: DOT Finance	Division:
Attn: Frederick d'Escoto	Email: fcdescoto@descotoinc.com	Attn:	Email: DOTFinance@dupagecounty.gov
Address: 1200 N. Ashland Ave, Suite 600	City: Chicago	Address: 421 N County Farm Road	City: Wheaton
State: Illinois	Zip: 60622	State: Illinois	Zip: 60187
Phone: 312-787-4017	Fax:	Phone: 630-407-6900	Fax: 630-407-6901
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: d'Escoto, Inc.	Vendor#: 44507	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: ACH	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 10, 2024	Contract End Date (PO25): Oct 31, 2026

**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		24-WCCPM-01-SW (FY2025)	FY25	1500	3500	54040	91ST_WCC_PME	250,000.00	250,000.00
2	1	EA		24-WCCPM-01-SW (FY2026)	FY26	1500	3500	54040	91ST_WCC_PME	42,448.90	42,448.90
<b>Requisition Total</b>											<b>\$ 292,448.90</b>

**FY is required, ensure the correct FY is selected.**

*Comments*

HEADER COMMENTS	Provide comments for P020 and P025. Professional Preliminary (Phase I) Engineering Services for 91st Street Sidewalk Enhancements, for the Division of Transportation. With contract total not to exceed \$292,448.90 through October 31, 2026. Section #24-WCCPM-01-SW.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. DOT to issue formal Notice to Proceed. Do not send PO to consultant.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Last invoice date 10/31/27 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.