



# Procurement Review Comprehensive Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-0671	RFP, BID, QUOTE OR RENEWAL #: RFP 24-020-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$36,500.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/01/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$118,500.00
	CURRENT TERM TOTAL COST: \$41,000.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Hey & Associates, Inc.	VENDOR #: 10705	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Matt Bucher	VENDOR CONTACT PHONE: 847-740-0888	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: mbucher@heyassoc.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 Hey and Associates, Inc., to provide natural areas management, which includes, controlled burning and weeding of the native gardens on the County campus for Facilities Management, for the period May 1 2025 through April 30, 2026, for a total contract amount not to exceed \$41,000, per RFP #24-020-FM, first of two options to renew.

**JUSTIFICATION** Summarize why this procurement is necessary and what objectives will be accomplished  
The DuPage County campus contains roughly 28 acres of natural areas and about ½ acre of native gardens. Most of these areas have been planted or restored since 2015 to provide ecosystem services on campus. This contract supports the management of the natural areas by an ecological management firm and includes weeding of the native gardens where knowledge of native plants is needed.

### 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.  
RENEWAL OF RFP

### SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. RFP #24-020-FM was released to the public on 1/19/24. Of 20 invitations sent out, two (2) requested documents. Six (6) vendors submitted proposals. Those proposals were evaluated in four categories. Hey and Associates, Inc. met the criteria and was rated the highest points.
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. Do not approve a contract to Hey and Associates, Inc. 2. Perform services in-house. Department does not have qualified staffing to provide this service in-house.

## 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: Hey and Associates, Inc.	Vendor#: 10705	Dept: Facilities Management	Division:
Attn: Matt Bucher	Email: mbucher@heyassoc.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 26575 W Commerce Drive, Suite 601	City: Volo	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60073	State: IL	Zip: 60187
Phone: 847-740-0888	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Hey and Associates, Inc.	Vendor#: 10705	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Jennifer Boyer	Email: jen.boyer@dupagecounty.gov
Address: 26575 W Commerce Drive, Suite 601	City: Volo	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60073	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6727	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 1, 2025	Contract End Date (PO25): Apr 30, 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	LO		OTHER PROFESSIONAL SERVICES - Natural Areas Management	FY25	1000	1100	53090		32,750.00	32,750.00
2	1	LO		OTHER PROFESSIONAL SERVICES - Natural Areas Management	FY26	1000	1100	53090		8,250.00	8,250.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 41,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide professional natural areas management, which includes controlled burning and weeding of the native gardens on the County campus.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Clara Gomez and Jen Boyer.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 04/01/25   County Board: 04/15/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.