



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: SM-R-0011-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$15,050.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$15,050.00
	CURRENT TERM TOTAL COST: \$15,050.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Oakhurst North Community Association	VENDOR #:	DEPT: Stormwater Management	DEPT CONTACT NAME: Claire Kissane
VENDOR CONTACT: Kat Majka	VENDOR CONTACT PHONE: 847-490-3833	DEPT CONTACT PHONE #: 630-407-6682	DEPT CONTACT EMAIL: claire.kissane@dupagecounty.gov
VENDOR CONTACT EMAIL: katarzyna.majka@associa.us	VENDOR WEBSITE: www.associaonline.com	DEPT REQ #: 1600-2516	

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.). The project involves the stabilization of the pond shoreline and the planting of native vegetation to prevent future erosion and improve water quality. The improvements include clearing selected trees, shoreline stabilization with rip rap and soil wraps, and planting native vegetation.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Since 2000, Stormwater Management's Water Quality Improvement Program has budgeted funds to provide financial assistance for projects that provide a regional water quality benefit to DuPage County streams. The Oakhurst North Stormwater Pond 3 Stabilization Project has been selected for funding for the FY 2025 Water Quality Improvement Program grant.

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.

OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Competitive grant project ranking and selection
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. Approve contract with the Oakhurst North Community Association 2. Do not approve the contract with Oakhurst North Community Association. Not recommended as the project as been approved by the Committee for funding under the WQIP Grant program for its recognized benefits to water quality in a DuPage County waterway.

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: Oakhurst North Community Association	Vendor#:	Dept: Stormwater Management	Division:
Attn: Kat Majka	Email: katarzyna.majka@associa.us	Attn: Claire Kissane	Email: claire.kissane@dupagecounty.gov
Address: 707 Asbury Drive	City: Aurora	Address: 421 N County Farm Rd	City: Wheaton
State: IL	Zip: 60502	State: IL	Zip: 60187
Phone: 847-882-3453	Fax:	Phone: 630-407-6682	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Oakhurst North Community Association	Vendor#:	Dept: same	Division:
Attn: Kat Majka	Email: katarzyna.majka@associa.us	Attn:	Email:
Address: 707 Asbury Drive	City: Aurora	Address:	City:
State: IL	Zip: 60502	State:	Zip:
Phone: 847-882-3453	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 12, 2025	Contract End Date (PO25): Jun 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	EA		Water quality improvement for Oakhurst North Stormwater Pond 3 StabilizationProject	FY25	1600	3000	53830		15,050.00	15,050.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 15,050.00

Comments	
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.