



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#: SM-P-0027-24	RFP, BID, QUOTE OR RENEWAL #: SWM SOI/RFP	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$320,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 11/05/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$320,000.00
	CURRENT TERM TOTAL COST: \$320,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Christopher B. Burke Engineering, LTD	VENDOR #: 10234	DEPT: Stormwater Management	DEPT CONTACT NAME: S. Hunn
VENDOR CONTACT: Thomas Burke	VENDOR CONTACT PHONE: 8478230500	DEPT CONTACT PHONE #: 630-407-6676	DEPT CONTACT EMAIL: Sarah.hunn@dupagecounty.gov
VENDOR CONTACT EMAIL: tburke@cbbel.com	VENDOR WEBSITE: https://cbbel.com/	DEPT REQ #: 1600-2427	
<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 Stormwater Engineering Services, procured through QBS Process			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Committee & County Board Approval Required for contract in amount of \$320,000.00			

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. QBS Process, Professional Services 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). Approve Contract to work with County Staff and Municipal Engineers Group to develop a Stormwater Ordinance Guidance Document Re-post Statement of Interest and seek another firm; not desirable as CBBEL was selected as most qualified through the QBS process Complete task with in-house resources. Not desirable as staff capacity for project would stretch timeline significantly.

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: Stormwater Management	Division:
Attn:	Email:	Attn: Sarah Hunn	Email: sarah.hunn@dupagecounty.gov
Address:	City:	Address: 421 North County Farm Rd	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6676	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Christopher B. Burke, LTD	Vendor#: 10234	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): Nov 12, 2024	Contract End Date (PO25): Nov 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		Professional Engineering Services	FY25	1600	3000	53010		250,000.00	250,000.00
2	1	EA		Professional Engineering Services	FY26	1600	3000	53010		70,000.00	70,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 320,000.00

<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. Do Not Send PO to Vendor
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.