



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#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$65,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 11/05/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$65,000.00
	CURRENT TERM TOTAL COST: \$65,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Caminer Law, LLC	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Irene Caminer	VENDOR CONTACT PHONE: 773-263-4013	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: irene@caminerlaw.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.). Certain attorneys from the law firm of Caminer Law, LLC. were appointed as Special Assistant State's Attorneys to provide legal representation of DuPage County Department of Public Works in regards to Lake Michigan Water Allocation for Unincorporated Itasca. Attorneys from Caminer Law have specialized knowledge of working with municipalities on Lake Michigan Water Allocation Hearings.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The appointment of a Special Assistant State's Attorney is needed in this matter due the knowledge of working with municipalities on Lake Michigan Water Allocation Hearings.			

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. FINANCIAL PLANNING
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). It is necessary for outside counsel to represent DuPage County Department of Public Works as the State's Attorney's Office represents the County due to the knowledge of working with municipalities on Lake Michigan Water Allocation Hearings. 1. Work with internal DuPage County States Attorneys. Not recommended due to Attorneys from Caminer Law having more experience with Lake Michigan Water Allocation Hearings. 2. Do not approve contract to Caminer Law, LLC. and let Lake Michigan Water Allocation for unincorporated Itasca expire. Not recommended due to the need for the Lake Michigan Water Allocation for Unincorporated Itasca residents.

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: Caminer Law, LLC	Vendor#:	Dept: Public Works	Division: Public Works
Attn: Irene Caminer	Email: irene@caminerlaw.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 2612 W Sunnyside Ave	City: Chicago	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60625	State: IL	Zip: 60517
Phone: 773-263-4013	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#: SAME AS ABOVE	Dept: SAME AS ABOVE	Division: SAME AS ABOVE
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		Special Assistant State's Attorneys	FY25	2000	2555	53030		60,000.00	60,000.00
2	1	EA		Special Assistant State's Attorneys	FY26	2000	2555	53030		5,000.00	5,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 65,000.00

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.