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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 26-2118	RFP, BID, QUOTE OR RENEWAL #: 26-055-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $19,165.88
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/18/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $19,165.88
	CURRENT TERM TOTAL COST: $19,165.88	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: Hammer Construction, LLC	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Mark Thomas
VENDOR CONTACT: Todd Lawford	VENDOR CONTACT PHONE: 630-479-9486	DEPT CONTACT PHONE #: x8280	DEPT CONTACT EMAIL: mark.thomas@dupagecounty.gov
VENDOR CONTACT EMAIL: todd.lawford@hammer-construction.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 Hammer Construction, LLC, for the 509 parking garage railing replacement, for Facilities Management, for the period August 18, 2026 through August 17, 2027, for a contract total amount not to exceed $19,165.88 per lowest responsible bid #26-055-FM.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The guard railing outside of the 509 parking garage is in disrepair and must be replaced.

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.
LOWEST RESPONSIBLE QUOTE/BID (QUOTE < $25,000, BID ≥ $25,000; ATTACH TABULATION)

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
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).

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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Hammer Construction, LLC	Vendor#:	Dept: Facilities Management	Division:
Attn: Todd Lawford	Email: todd.lawford@hammer-construction.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 558 Plate Dr., Unit 3	City: East Dundee	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60118	State: IL	Zip: 60187
Phone: 630-479-9486	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
Send Payments To:		*Ship to:*	
Vendor: SAME AS ABOVE	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Mark Thomas	Email: mark.thomas@dupagecounty.gov
Address:	City:	Address: 505 N. County Farm Rd.	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: x8280	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 18, 2026	Contract End Date (PO25): Aug 17, 2027

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		Railing Replacement	FY26	1000	1100	53300		17,423.53	17,423.53
2	1	LO		Contingency	FY26	1000	1100	53300		1,742.35	1,742.35
FY is required, ensure the correct FY is selected.										Requisition Total	$ 19,165.88

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. 509 parking garage railing replacement
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to vendor, Cathie Figlewski, Mark Thomas, Brian Rovik and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 08/18/26
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.