



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 24-0640	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$99,500.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/20/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$99,500.00
	CURRENT TERM TOTAL COST: \$99,500.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Midwest Environmental Consulting Services, Inc.	VENDOR #: 20794	DEPT: Facilities Management	DEPT CONTACT NAME: Tim Harbaugh
VENDOR CONTACT: Barb Ward	VENDOR CONTACT PHONE: 630-553-3989	DEPT CONTACT PHONE #: 630-407-5670	DEPT CONTACT EMAIL: tim.harbaugh@dupagecounty.org
VENDOR CONTACT EMAIL: bward@mec-us.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.). Recommendation for the approval of a contract purchase order to Midwest Environmental Consulting Services, Inc., for on-call Professional Environmental Consulting Services and asbestos training, for Facilities Management, for the period March 1, 2024 through February 28, 2028, for a total contract amount not to exceed \$99,500. Other Professional Services not suitable for competitive bid per 55 ILCS 5/5-1022(c). Vendor selected pursuant to DuPage County Procurement Ordinance 2-353(1)(b), Other Professional Services. This is a highly technical environmental consulting service and not suitable for competitive bid. (Facilities Management)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished On-Call Professional Environmental Consulting Services are necessary to provide, but are not limited to scope development, project management, inspection, sample collection, testing and analysis, asbestos awareness training, environmental site assessments and UST removal oversight, as needed various County projects.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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)	

<b>SECTION 3: DECISION MEMO</b>	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. Six firms responded to the request for proposal and was narrowed down to the top three firms. Midwest Environmental Consulting Services, Inc., was selected due to the services that they are able to provide, meet or exceed our requirements. The contract has been vetted and approved through a department per-qualified consultant evaluation group.
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. Approval of a contract purchase order to Midwest Environmental, for On-Call Professional Environmental Consulting Services, for Facilities Management, for a total contract not to exceed \$99,500.00. 2. Select another firm to provide the environmental consulting work necessary for this contract. Staff has reviewed the qualifications of several firms in order to select the most qualified firm for this contract. Midwest Environmental Consulting Services, Inc., possesses the resources to perform these environmental consulting services as needed on behalf of the County.

## 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: Midwest Environmental Consulting Services, Inc.	Vendor#: 20794	Dept: Facilities Management	Division:
Attn: Barb Ward	Email: bward@mec-us.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 2551 N. Bridge Street	City: Yorkville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60560	State: IL	Zip: 60187
Phone: 630-553-3989	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Midwest Environmental Consulting Services, Inc.	Vendor#: 20794	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Gavin Carroll	Email: gavin.carroll@dupagecounty.gov
Address: 2551 N. Bridge Street	City: Yorkville	Address: Various	City: Wheaton
State: IL	Zip: 60560	State: IL	Zip: 60187
Phone: 630-553-3989	Fax:	Phone: 630-407-2687	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 1, 2024	Contract End Date (PO25): Feb 28, 2028
Contract Administrator (PO25): Cathie Figlewski			

**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		Training	FY24	1000	1100	53610		4,000.00	4,000.00
2	1	LO		Consulting Services	FY24	1000	1100	53090		16,000.00	16,000.00
3	1	LO		Training	FY25	1000	1100	53610		12,000.00	12,000.00
4	1	LO		Consulting Services	FY25	1000	1100	53090		16,000.00	16,000.00
5	1	LO		Training	FY26	1000	1100	53610		8,000.00	8,000.00
6	1	LO		Consulting Services	FY26	1000	1100	53090		16,000.00	16,000.00
7	1	LO		Training	FY27	1000	1100	53610		8,000.00	8,000.00
8	1	LO		Consulting Services	FY27	1000	1100	53090		16,000.00	16,000.00
9	1	LO		Consulting Services	FY28	1000	1100	53090		3,500.00	3,500.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 99,500.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Environmental consulting services and training
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
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 2/20/24 CB: 2/27/24
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached:     W-9     Vendor Ethics Disclosure Statement