



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#: 24-2868	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$29,500.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 11/05/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$29,500.00
	CURRENT TERM TOTAL COST: \$29,500.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Luetkehans, Brady, Garner & Armstrong	VENDOR #: 37793	DEPT: Facilities Management	DEPT CONTACT NAME: Cathie Figlewski
VENDOR CONTACT: Phillip Luetkehans	VENDOR CONTACT PHONE: 630-773-8500	DEPT CONTACT PHONE #: X5665	DEPT CONTACT EMAIL: catherine.figlewski@dupagecounty.gov
VENDOR CONTACT EMAIL: pal@lbgalaw.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 approval of an agreement with Luetkehans, Brady, Garner & Armstrong, to provide legal services as a Special Assistant State's Attorney to assist in Phase II rezoning for the DuPage County Campus, for Facilities Management, for the period November 12, 2024 through November 30, 2026, for an amount not to exceed \$29,500.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Facilities Management requires specialized legal expertise and services to accomplish rezoning of the County Campus in Wheaton, IL.			

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. The State's Attorney is familiar with this firm's expertise in these matters and has been satisfied with the firm's performance.
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 a Special Assistant State's Attorney to assist in Phase II rezoning of the County Campus in Wheaton, IL. 2) The only alternative would be to take no action. Because without a Special ASA rezoning will not be feasible.

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: Luetkehans, Brady, Garner & Armstrong	Vendor#: 37793	Dept: Facilities Management	Division:
Attn: Phillip Luetkehans	Email: pal@lbgalaw.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 2700 International Dr. Ste 305	City: West Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60185	State: IL	Zip: 60187
Phone: 630-773-8500	Fax: 630-773-1006	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Luetkehans, Brady, Garner & Armstrong	Vendor#: 37793	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: 2700 International Dr. Ste 305	City: West Chicago	Address:	City:
State: IL	Zip: 600185	State:	Zip:
Phone: 630-773-8500	Fax: 630-773-1006	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	LO		Special Assistant State's Attorney	FY24	1000	1100	53030		1,000.00	1,000.00
2	1	LO		Special Assistant State's Attorney	FY25	1000	1100	53030		10,000.00	10,000.00
3	1	LO		Special Assistant State's Attorney	FY26	1000	1100	53030		18,500.00	18,500.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 29,500.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Special Assistant State's Attorney for Rezoning of County Campus
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Katie Boffa and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 11/5/24 CB: 11/12/24
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.