



# 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-0009-24	RFP, BID, QUOTE OR RENEWAL #: 23-021-SWM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$100,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 04/02/2024	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$400,000.00
	CURRENT TERM TOTAL COST: \$100,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: ENCAP, Inc.	VENDOR #: 11160	DEPT: Stormwater Management	DEPT CONTACT NAME: Jenna Fahey
VENDOR CONTACT: Kirstie Glover	VENDOR CONTACT PHONE: 815-748-4500	DEPT CONTACT PHONE #: 630-407-6728	DEPT CONTACT EMAIL: jenna.fahey@dupageco.org
VENDOR CONTACT EMAIL: office@encapinc.new	VENDOR WEBSITE: www.encapinc.net	DEPT REQ #: 1600-2408	
<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.). Hire a firm specializing in native vegetation management to assist DuPage County staff with the maintenance of native vegetation at various County owned properties. This contract is an interdepartmental shared services for SWM, PW, DOT and Facilities Management. The cost of these services will be provided on an on-call basis for a cost not to exceed \$100,000.00			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Selected through DuPage County Procurement Department's RFP process for professional services. RFP #23-021-SWM			

### 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. RENEWAL
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

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. Maintenance of the native vegetation on the County owned properties is necessary for both functional and aesthetic performance. Many of the properties are located in residential or business areas that are frequently viewed or used for passive recreation by many DuPage County residents. The County has a responsibility to maintain these properties and to prevent infestations of unsightly and non-native weedy vegetation.
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 contract with Encap, Inc. to provide native vegetation maintenance services on County owned properties as directed by staff for an amount not to exceed \$100,000.00. 2) Complete native vegetation management services for the projects in-house. Not feasible due to the limitations of staff capabilities such as required herbicide licenses, prescribed burn training; and lack of proper equipment. 3) Do nothing. This option is not recommended as DuPage County has a responsibility to maintain the vegetation on their facilities.

## 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: ENCAP, Inc.	Vendor#: 11160	Dept: Stormwater Management	Division:
Attn: Kirstie Glover	Email: office@encapinc.net	Attn: Jenna Fahey	Email: jenna.fahey@dupageco.org
Address: 2585 Wagner Court	City: DeKalb	Address: 421 N County Farm Road	City: Wheaton
State: IL	Zip: 60115	State: IL	Zip: 60187
Phone: 815-748-4500	Fax:	Phone: 630-407-6728	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: ENCAP, Inc.	Vendor#: 11160	Dept: Stormwater Management	Division:
Attn: Kirstie Glover	Email: office@encapinc.net	Attn: Jenna Fahey	Email: jenna.fahey@dupageco.org
Address: 2585 Wagner Court	City: DeKalb	Address: 421 N County Farm Road	City: Wheaton
State: IL	Zip: 60115	State: IL	Zip: 60187
Phone: 815-748-4500	Fax:	Phone: 630-407-6728	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 1, 2024	Contract End Date (PO25): Apr 30, 2025
Contract Administrator (PO25): Alicia Favela-Perez			

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		Maintenance of the native vegetation on the County owned properties.	FY24	1600	3000	53340		75,000.00	75,000.00
2	1	EA			FY25	1600	3000	53340		25,000.00	25,000.00
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 100,000.00

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.

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