



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#: 24-1622	RFP, BID, QUOTE OR RENEWAL #: 24-063-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$2,730,447.30
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/04/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$2,730,447.30
	CURRENT TERM TOTAL COST: \$2,730,447.30	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: A Lamp Concrete Contractors, Inc.	VENDOR #: 11474	DEPT: Facilities Management	DEPT CONTACT NAME: Geoff Matteson
VENDOR CONTACT: Jeff Moyer	VENDOR CONTACT PHONE: 847-891-6000	DEPT CONTACT PHONE #: x5681	DEPT CONTACT EMAIL: geoffrey.matteson@dupagecounty.gov
VENDOR CONTACT EMAIL: jmoyer@alampconcrete.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 to A Lamp Concrete Contractors, Inc., for Campus sidewalk repairs and improvements, for Facilities Management, for the period June 11, 2024 through November 30, 2025, for a contract total amount not to exceed \$2,730,447.30, per lowest responsible bid #24-063-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The sidewalks on county campus need repairs to address liability items, such as ADA non-compliant ramps or sidewalks, cracked sidewalk panels, settled sidewalk/pavers, sidewalks leading to unsafe areas (ex. no receiving ramp) and surface damage.			

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: A Lamp Concrete Contractors, Inc.	Vendor#: 11474	Dept: Facilities Management	Division:
Attn: Jeff Moyer	Email: jmoyer@alampconcrete.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 1900 Wright Blvc.	City: Schaumburg	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60193	State: IL	Zip: 60187
Phone: 847-891-6000	Fax: 847-891-6100	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: A Lamp Concrete Contractors, Inc.	Vendor#: 11474	Dept: Facilities Management	Division:
Attn: Kristin Zagoudis	Email: kzagoudis@alampconcrete.com	Attn: Geoff Matteson	Email: geoffrey.matteson@dupageco.org
Address: 1900 Wright Blvd.	City: Schaumburg	Address: Various	City: Wheaton
State: IL	Zip: 60193	State: IL	Zip: 60187
Phone: 847-891-6000	Fax: 847-891-6100	Phone: 630-407-5681	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 11, 2024	Contract End Date (PO25): Nov 30, 2025

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		Sidewalk Repairs & Improvments	FY24	6000	1220	54010	2300700	2,094,964.20	2,094,964.20
2	1	LO		Contingency	FY24	6000	1220	54010	2300700	371,740.00	371,740.00
3	1	LO		Sidewalk Repairs & Improvments	FY25	6000	1220	54010	2300700	263,743.10	263,743.10
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 2,730,447.30

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Campus Sidewalk Repairs & Improvements
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez, & Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 6/4/24 CB: 6/11/24
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.