

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#: FI-P-0019-25			INITIAL TERM TOTAL COST: \$70,000.00		
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 11/12/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$70,000.00		
	CURRENT TERM TOTAL COST: \$70,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM		
Vendor Information		Department Information			
VENDOR: Momkus, LLC	VENDOR #: 32531	DEPT: State's Attorney's Office	DEPT CONTACT NAME: Lisa Smith		
VENDOR CONTACT: Patrick Boland	VENDOR CONTACT PHONE: 630-434-0400	DEPT CONTACT PHONE #: 630-407-8206	DEPT CONTACT EMAIL: Lisa.Smith@dupageco.org		
VENDOR CONTACT EMAIL: pboland@momkus.com	VENDOR WEBSITE:	DEPT REQ #:	ı		

## 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.). Attorneys Patrick Boland and Jennifer Friedland of the Momkus, LLC firm were appointed Special Assistant State's Attorneys to represent the County in the matter of Camiliere v. County of DuPage, et al, Case No: 2021 L 593 pending in the Circuit Court of DuPage County. Plaintiff was riding a motorcycle when she was hit and killed by a vehicle at an intersection under the jurisdiction and control of DuPage County. Plaintiff claims DuPage County failed to maintain a reasonably safe intersection. The case is currently in the discovery stage.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

It is necessary for outside counsel to represent the County due to a potential legal conflict.

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 OTHER PROFESSIONAL SERVICES (	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.  DETAIL SELECTION PROCESS ON DECISION MEMO)				

	SECTION 3: DECISION MEMO					
SOURCE SELECTION	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	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).					
TWO ALTERNATIVES	Recommendation to use Momkus due to existing contracts and working relationships.					

	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: Pure	chase Requisition Informat	ion			
Send I	Purchase Order To:	Send Invoices To:				
Vendor: Momkus, LLC	Vendor#: 32531	Dept: State's Attorney's Office	Division: Civil Bureau			
Attn:	Email:	Attn: Lisa Smith	Email: Lisa.Smith@dupageco.org			
Address: 1001 Warrenville Road	City: Lisle	Address: 503 N. COUNTY FARM ROAD	City: WHEATON			
State: IL	e: Zip: State: Zip: 60532 il 60187					
Phone: 312-494-1000	Fax:	Phone:	Fax:			
Ser	nd Payments To:	Ship to:				
Vendor: Momkus, LLC	Vendor#: Dept: Di 32531		Division:			
Attn:	Email:	Attn:	Email:			
Address: 1001 Warrenville Road	City: Lisle	Address:	City:			
State: IL	Zip: 60532	State:	Zip:			
Phone: 312-494-1000	Fax:	Phone:	Fax:			
	Shipping	Contract Dates				
Payment Terms: FOB: PER 50 ILCS 505/1 Destination		Contract Start Date (PO25): 12/01/2025	Contract End Date (PO25): 11/30/2026			

	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	EA		Momkus Legal Services FY26	FY26	1100	1212	53030		70,000.00	70,000.00
FY is required, ensure the correct FY is selected.  Requisition Total					\$ 70,000.00							

	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.				