



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#: 25-0953	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$364,010.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/15/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$364,010.00
	CURRENT TERM TOTAL COST: \$364,010.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Desman, Inc.	VENDOR #: 38202	DEPT:	DEPT CONTACT NAME:
VENDOR CONTACT: Jeff Henriksen	VENDOR CONTACT PHONE: 312-263-8400	DEPT CONTACT PHONE #: Facilities Management	DEPT CONTACT EMAIL: geoffrey.matteson@dupagecounty.gov
VENDOR CONTACT EMAIL: jhenriksen@desman.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 Desman, Inc., to provide Phase II Professional Architectural and Engineering Design Services to complete the repair, maintenance, and long-term capital improvement and asset management goals for the 479 and 509 parking decks on County Campus, for Facilities Management, for the period April 22, 2025 through November 30, 2029 for a total contract amount not to exceed \$364,010.00, Professional Services (Architects, Engineers and Land Surveyors) vetted through a qualification-based selection process in compliance with the Illinois Local Government Professional Services Selection Act, 50 ILCS 510/ .01 et. Seq.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished An initial baseline survey investigation and assessment report for the 479 and 509 parking structures was completed in 2019. Recommended priority repairs, in targeted areas, were engineered and performed on the garages in 2024 and 2025. This project will be a more-encompassing rehabilitation of the garages, addressing deferred-maintenance issues, extending the decks' overall projected useful lives.			

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.
PROFESSIONAL SERVICES EXCLUDED PER DUPAGE ORDINANCE (SECTION 2-353) AND 50 ILCS 510/2 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)	

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source. A request for Statement of Interest for "Professional Engineering Services for Parking Deck Repairs and Bid Specifications" was issued, 2 firms responded. Staff has reviewed the qualifications of these firms and has determined that Desman, Inc. possesses the qualified staff to provide Professional Engineering Services for structural repairs for the 479 and 509 Parking Garages on behalf of the County.
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) Staff recommends approval of a professional services contract with Desman, Inc. to provide Phase II Professional Engineering and Design Services to complete repair, maintenance, and long-term capital improvements and asset management goals for the 479 and 509 Parking Decks. 2) Select another firm. However, staff does not recommend this, as Desman, Inc. has already completed engineering and is currently overseeing Phase I construction, it is in the best interest of the County to have Desman, Inc. complete Phase II of the 479 and 509 Parking Deck project.

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: Desman, Inc.	Vendor#: 38202	Dept: Facilities Management	Division:
Attn: Jeff Henriksen	Email: jhenriksen@desman.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 3 West 35th Street, 3rd Floor	City: New York	Address: 421 N. County Farm Road	City: Wheaton
State: NY	Zip: 10001	State: IL	Zip: 60187
Phone: 312-263-8400	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Geoff Matteson	Email: geoffrey.matteson@dupagecounty.gov
Address:	City:	Address: Various	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5681	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 22, 2025	Contract End Date (PO25): Nov 30, 2029

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		Engineering Services	FY25	6000	1220	54010	2300300	45,505.00	45,505.00
2	1	LO		Engineering Services	FY26	6000	1220	54010	2300300	91,000.00	91,000.00
3	1	LO		Engineering Services	FY27	6000	1220	54010	2300300	91,000.00	91,000.00
4	1	LO		Engineering Services	FY28	6000	1220	54010	2300300	91,000.00	91,000.00
5	1	LO		Engineering Services	FY29	6000	1220	54010	2300300	45,505.00	45,505.00
										Requisition Total	\$ 364,010.00

FY is required, ensure the correct FY is selected.

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Provide Phase II Professional Engineering Services for the 479 & 509 Parking Decks.
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 & Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 4/15/25 CB: 4/22/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.