



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#: FM-P-0026-24	RFP, BID, QUOTE OR RENEWAL #: 24-062-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$436,065.52
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/04/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$436,065.52
	CURRENT TERM TOTAL COST: \$436,065.52	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Advantage Paving Solutions, Inc.	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Geoff Matteson
VENDOR CONTACT: David Leisen	VENDOR CONTACT PHONE: 708-479-2180	DEPT CONTACT PHONE #: x5681	DEPT CONTACT EMAIL: geoffrey.matteson@dupagecounty.gov
VENDOR CONTACT EMAIL: dleisen@advantagepavinginc.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 Advantage Paving Solutions, Inc., for asphalt repairs at the 424 and 501 parking lots, for Facilities Management, for the period June 11, 2024 through November 30, 2025, for a contract total amount not to exceed \$436,065.52, per lowest responsible bid #24-062-FM. (\$24,000 for the Coroner and \$412,065.52 for Facilities Management)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Parking lot improvements for the 501 Sheriff staff lot and Jail courtyard, and the 424 West Campus lot, which are deteriorated and determined to be the most in need of repair after a recent campus-wide analysis. This project will also add requested secure in-fence parking for the Coroner staff and two spaces near the Care Center for future EV charging stations.			

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: Advantage Paving Solutions, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: David Leisen	Email: dleisen@advantagepavinginc.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 22774 Citation Rd. Unit C	City: Frankfort	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60423	State: IL	Zip: 60187
Phone: 708-479-2180	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Advantage Paving Solutions, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: David Leisen	Email: dleisen@advantagepavinginc.com	Attn: Geoff Matteson	Email: geoffrey.matteson@dupagecounty.gov
Address: 22774 Citation Rd. Unit C	City: Frankfort	Address: Various	City: Wheaton
State: IL	Zip: 60423	State: IL	Zip: 60187
Phone: 708-479-2180	Fax:	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	EA		Parking Lot Improvements	FY24	6000	1220	54010	2302700	372,065.52	372,065.52
2	1	EA		Parking Lot Improvements	FY24	1300	4130	54010		24,000.00	24,000.00
3	1	EA		Contingency	FY24	6000	1220	54010	2302700	40,000.00	40,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 436,065.52

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Parking Lot Improvments
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, & Gabrielle Vacala
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.