



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#: 23-1698	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$241,095.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 05/16/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$241,095.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: V3 Companies, Ltd.	VENDOR #: 10802	DEPT: Facilities Management	DEPT CONTACT NAME: Cathie Figlewski
VENDOR CONTACT: Jennifer Maercklein	VENDOR CONTACT PHONE: 630-729-6231	DEPT CONTACT PHONE #: X 5665	DEPT CONTACT EMAIL: catherine.figlewski2@dupageco.org
VENDOR CONTACT EMAIL: jmaercklein@v3co.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
<p>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 an Agreement between the County of DuPage, Illinois, and V3 Companies, Ltd., to provide Phase III Professional Stormwater Engineering Services and engineering design for campus projects, for Facilities Management, for the period May 23, 2023, through December 15, 2025, for a total contract amount not to exceed \$241,095. 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/ et. seq.</p> <p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Several projects on the western side of the DuPage County Government campus require site runoff storage and post construction best management practices (BMPs). The site runoff storage area(s) must be maximized to accommodate current and future development. To meet these projects schedule commitments, DuPage County Facilities Management will need stormwater engineering and coordination for the design, permitting, and construction drawings to maximize stormwater runoff storage volume and associated BMPs on the County campus. Phase I work already completed carried this project to 60% design completion. Phase II work is on-going and completes design, carries through bidding, and also includes survey, pond overflow analysis, parking lot design and construction plans, and Annex pond improvements design and construction plans.</p>			

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	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. ACT INITIATIVE
SOURCE SELECTION	Describe method used to select source. A request for a Statement of Interest was issued for "Stormwater Engineering Design Services for Various Projects - West Campus"; 10 firms responded. Staff has reviewed the qualifications of these firms and has determined that V3 Companies, Ltd. possesses the qualified staff to provide these Professional Engineering Services.
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 V3 Companies, Ltd. to provide Professional Engineering Services for for various campus projects, for Facilities Management, for a total contract amount not to exceed \$241,095. 2) Select another firm. However, staff does not recommend this, and has determined that V3 Companies, Ltd. possesses the qualified engineering staff to provide these services on behalf of the County.

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: V3 Companies, Ltd.	Vendor#: 10802	Dept: Facilities Management	Division:
Attn: Jennifer Maercklein	Email: jmaercklein@v3co.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 7325 Janes Avenue	City: Woodridge	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60517	State: IL	Zip: 60187
Phone: 630-729-6231	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: V3 Companies, Ltd.	Vendor#: 10802	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Geoff Matteson	Email: geoffrey.matteson@dupageco.org
Address: 7325 Janes Avenue	City: Woodridge	Address: Various	City: Wheaton
State: IL	Zip: 60517	State: IL	Zip: 60187
Phone: 630-724-9200	Fax:	Phone: 630-200-7973	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 23, 2023	Contract End Date (PO25): Dec 15, 2025
Contract Administrator (PO25): Cathie Figlewski			

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		Campus Stormwater Detention	FY23	6000	1220	54010	2201000	97,985.00	97,985.00
2	1	LO		Campus Stormwater Detention	FY24	6000	1220	54010	2201000	100,775.00	100,775.00
3	1	LO		Campus Stormwater Detention	FY25	6000	1220	54010	2201000	42,335.00	42,335.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 241,095.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Campus Stormwater Detention
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: 5/16 CB: 5/23
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