



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#: 26-1856	RFP, BID, QUOTE OR RENEWAL #: 26-011-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$287,100.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 07/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$287,100.00
	CURRENT TERM TOTAL COST: \$287,100.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Design Developers & Rehub Inc.	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Brian Rovik
VENDOR CONTACT: John Maka	VENDOR CONTACT PHONE: 773-510-2502	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: brian.rovik2@dupagecounty.gov
VENDOR CONTACT EMAIL: jdesigndevelopers@yahoo.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 Design Developers & Rehub Inc, for the DuPage County Historical Museum front entrance stairs replacement, for Facilities Management, for the period July 14, 2026 through July 13, 2027, for a contract total amount not to exceed \$287,100.00 per lowest responsible bid #26-011-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This project will replace the existing main entrance steps, handrailings, and other concrete at the DuPage County Historical Museum, as well as restore an existing fire egress stair. These improvements will enhance the safety of the thousands of annual public visitors that utilize the museum. It will also improve the winter accessibility and maintenance of the building's main entrance stair, which sits under an active gutter.			

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: Design Developers & Rehub Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: John Maka	Email: jdesigndevelopers@yahoo.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 7600 Roosevelt Rd., Ste. 166	City: Forest Park	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60130	State: IL	Zip: 60187
Phone: 773-510-2502	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Design Developers & Rehub Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: CR Hollins	Email: jdesigndevelopers@yahoo.com	Attn: Geoff Matteson	Email: Geoffrey.Matteson@dupagecounty.gov
Address: 7600 Roosevelt Rd., Ste. 166	City: Forest Park	Address: 102 E. Wesley St.	City: Wheaton
State: IL	Zip: 60130	State: IL	Zip: 60187
Phone: 312-560-7765	Fax:	Phone: 630-407-5681	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 14, 2026	Contract End Date (PO25): Jul 13, 2027

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		Stairs Replacement	FY26	6000	1220	54010	2504520	261,000.00	261,000.00
2	1	LO		Contingency	FY26	6000	1220	54010	2504520	26,100.00	26,100.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 287,100.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. DuPage County Historical Museum stairs replacement, per bid #26-011-FM.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Cathie Figlewski, Geoff Matteson, Brian Rovik, and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW 7/7/26; CB 7/14/26
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.