



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: RFP #24-006-BZP	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$75,000.00
COMMITTEE: DEVELOPMENT	TARGET COMMITTEE DATE: Oct 8, 2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$300,000.00
	CURRENT TERM TOTAL COST: \$75,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
Vendor Information		Department Information	
VENDOR: SAFEBuilt Illinois LLC	VENDOR #: 33979	DEPT: Building & Zoning	DEPT CONTACT NAME: Marla Flynn
VENDOR CONTACT: Alan Greene	VENDOR CONTACT PHONE: 224-250-4010	DEPT CONTACT PHONE #: X6789	DEPT CONTACT EMAIL: Marla.Flynn@dupagecounty.gov
VENDOR CONTACT EMAIL: agreene@safebuilt.com	VENDOR WEBSITE:	DEPT REQ #:	
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.). Professional services to perform Building & Zoning plan reviews.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Review of building and plumbing plans throughout the course of construction are required by DuPage County Building Code to ensure code compliance.			

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.
RENEWAL OF RFP	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. RFP #24-006-BZP was released to the public on 12/1/2023. Of 98 invitations sent out, one (1) requested documents. Four (4) vendors submitted proposals. Those proposals were evaluated in four categories. SAFEBuilt met the criteria and was rated the highest points.
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. Do not approve contract to SAFEBuilt Illinois LLC. 2. Perform services in-house. Department does not have qualified staffing to provide this service in-house.

OK To Proceed
MWN
9/23/25

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

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Send Purchase Order To:		Send Invoices To:	
Vendor: SAFEBuilt Illinois LLC	Vendor#: 33979	Dept: Building & Zoning	Division:
Attn: Alan Greene	Email: agreene@safebuilt.com	Attn: Marla Flynn	Email: Marla.Flynn@dupagecounty.gov
Address: 3755 Precision Dr, Suite 140	City: Loveland	Address: 421 N County Farm Rd	City: Wheaton
State: CO	Zip: 80538	State: IL	Zip: 60187
Phone: 866-977-4111	Fax: 877-203-2704	Phone: 630-407-6789	Fax: 630-407-6702
Send Payments To:		Ship to:	
Vendor: SAFEBuilt Illinois LLC	Vendor#: 33979-R01	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: Lockbox #88135 PO Box 88135	City: Chicago	Address:	City:
State: IL	Zip: 60680-1135	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2025	Contract End Date (PO25): Nov 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		Professional Services to perform building & plumbing plan reviews and Building Inspections on an "as needed" basis for residential and commercial buildings in unincorporated DuPage County per RFP #24-006-BZP for the period of 12/1/2025 - 11/30/2026.	FY26	1100	2810	53090		75,000.00	75,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 75,000.00

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.