



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

| General Tracking | | Contract Terms | |
|---|--|-------------------------------------|--|
| FILE ID#: 25-2167 | RFP, BID, QUOTE OR RENEWAL #: PSA | INITIAL TERM WITH RENEWALS: | INITIAL TERM TOTAL COST: \$200,000.00 |
| COMMITTEE: TRANSPORTATION | TARGET COMMITTEE DATE: 09/16/2025 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: \$200,000.00 |
| | CURRENT TERM TOTAL COST: \$200,000.00 | MAX LENGTH WITH ALL RENEWALS: | CURRENT TERM PERIOD: INITIAL TERM |
| Vendor Information | | Department Information | |
| VENDOR: S.T.A.T.E. Testing LLC | VENDOR #: 32601 | DEPT: Division of Transportation | DEPT CONTACT NAME: William Eidson |
| VENDOR CONTACT: Jay Behnke | VENDOR CONTACT PHONE: 847.366.4234 | DEPT CONTACT PHONE #: 6900 | DEPT CONTACT EMAIL: william.eidson@dupagecounty.gov |
| VENDOR CONTACT EMAIL: jbehnke@statetestingllc.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 Materials Testing and Engineering Services, upon request of the Division of Transportation (Various Locations), and Stormwater Management. Section #25-MATLS-07-EG. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The County periodically requires the services of a consultant to perform materials testing, engineering, and/or inspection on small projects for various locations on our County Highway System and/or facility improvements. Materials testing and engineering consists of checking the properties of materials (concrete, asphalt, steel, etc.) placed on various projects to insure compliance with IDOT specifications. | | | |

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. The DOT only selects firms that are pre-qualified in accordance with IDOT guidelines. Requests for Statements of Interest were sent to firms throughout the industry and responses were received from 4 firms qualified to perform this work. The DOT reviewed each submittal with specific attention to their understanding of the project, experience of staff to be assigned to the project, relevant past work, and availability of equipment and facilities for testing. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by S.T.A.T.E. Testing, LLC is qualified and has the staff available to perform the work 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. Award a contract to S.T.A.T.E. Testing, LLC. This is the recommended option. 2. Contract with another firm. Not recommended due to staff's determination that S.T.A.T.E. Testing, LLC is the most qualified. 3. Do not award a contract. Not recommended as the DOT does not possess the staff resources, equipment and/or certified laboratory to perform this work and must contract for these services. |

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: DO NOT SEND COPY OF PO | Vendor#: | Dept: Division of Transportation | Division: DOT Finance |
| Attn: | Email: | Attn: Accounts Payable | Email: DOTFinance@dupagecounty.gov |
| Address: | City: | Address: 421 N. County Farm Road | City: Wheaton |
| State: | Zip: | State: IL | Zip: 60187 |
| Phone: | Fax: | Phone: 630.407.6900 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: S.T.A.T.E. Testing LLC | Vendor#: 32601 | Dept: | Division: |
| Attn: | Email: | Attn: | Email: |
| Address: 910 W. Algonquin Road | City: Algonquin | Address: | City: |
| State: IL | Zip: 60102 | State: | Zip: |
| Phone: | Fax: | Phone: | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Nov 1, 2025 | Contract End Date (PO25): May 31, 2028 |

| 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 | | DOT-25-MATLS-07-EG | FY26 | 1500 | 3500 | 54040 | VV25MATL TST | 80,000.00 | 80,000.00 |
| 2 | 1 | EA | | DOT-25-MATLS-07-EG | FY27 | 1500 | 3500 | 54040 | VV25MATL TST | 90,000.00 | 90,000.00 |
| 3 | 1 | EA | | DOT-25-MATLS-07-EG | FY28 | 1500 | 3500 | 54040 | VV25MATL TST | 10,000.00 | 10,000.00 |
| 4 | 1 | EA | | SWM-25-MATLS-07-EG | FY26 | 1600 | 3000 | 53010 | | 20,000.00 | 20,000.00 |
| <i>FY is required, ensure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 200,000.00 |

| Comments | |
|----------------------|---|
| HEADER COMMENTS | Provide comments for P020 and P025. Professional Materials Testing and Engineering Services, upon request of the Division of Transportation (Various Locations), and Stormwater Management. Section #25-MATLS-07-EG. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Do not send copy of PO to consultant. DOT to issue NTP. Last invoice date 10.31.28 |
| INTERNAL NOTES | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Email copy of PO to DOTFinance@dupagecounty.gov; Joan.McAvoy@dupagecounty.gov; Sarah.Hunn@dupagecounty.gov |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |