



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#: 25-2750	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$500,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 11/18	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$500,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: HBK Engineering, LLC	VENDOR #: 26102	DEPT: Division of Transportation	DEPT CONTACT NAME: Stephen Zulkowski
VENDOR CONTACT: Brian Mulligan	VENDOR CONTACT PHONE: 312.545.8739	DEPT CONTACT PHONE #: 630.407.6930	DEPT CONTACT EMAIL: stephen.zulkowski@dupagecounty.gov
VENDOR CONTACT EMAIL: bmulligan@hbkengineering.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 Surveying, Underground Locating and Marking Services, and Subsurface Utility Engineering Services, for various locations throughout the County, upon request of the Division of Transportation. Section 25-PULMS-05-MS, for the period December 1, 2025 through October 31, 2027. Total contract not to exceed \$500,000.00

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The Division of Transportation is in need of Professional Underground Locating and Marking and Subsurface Utility Engineering (SUE) Services. The locating and marking tasks include processing and distributing tickets received from the Illinois One Call (JULIE) system and field locating county-owned facilities. The SUE services will be performed upon request and may include any quality level depending on the needs of the county. It is anticipated that there could be 12,000-15,000 locate tickets received in an annual period covering both storm sewers and traffic facilities (electrical and fiber optic).

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 solicited from qualified firms. Statements of Interest were received from 2 firms. The DOT reviewed each submittal taking into consideration the firm's GIS mapping and management experience, strategies to manage multiple simultaneous assignments, and experience of key personnel. Based on a comprehensive review of the submittals, the DOT determined that the project team assembled by HBK Engineering, 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 HBK Engineering, LLC. This is the recommended option. 2) Contract with another firm. Not recommended due to staff's determination that HBK Engineering, LLC is the most qualified. 3) Do not award a contract. Not recommended as the DOT does not possess the staff resources 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 TO VENDOR	Vendor#:	Dept: Division of Transportation	Division: Finance
Attn:	Email:	Attn: DOT Finance	Email: dotfinance@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Rd.	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: HBK Engineering, LLC	Vendor#: 26102	Dept:	Division:
Attn: Set up for ACH	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	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): Oct 31, 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	EA		Surveying & Underground Locating and Marking Services and SUE Services	FY26	1500	3500	54040	VV25UTILG	250,000.00	250,000.00
2	1	EA		Surveying & Underground Locating and Marking Services and SUE Services	FY27	1500	3500	54040	VV25UTILG	250,000.00	250,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 500,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Professional Surveying, Underground Locating and Marking Services, and Subsurface Utility Engineering Services, for various locations throughout the County, upon request of the Division of Transportation. Section 25-PULMS-05-MS
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Do not notify vendor, DOT will send formal Notice To Proceed.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Copy of PO sent to DOTFinance@dupageco.org, Joan.McAvoy2@dupageco.org
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.