



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

SECTION 1: DESCRIPTION

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| <i>General Tracking</i> | | <i>Contract Terms</i> | |
| FILE ID#: LEG-P-0002-25 | RFP, BID, QUOTE OR RENEWAL #: | INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST: \$94,500.00 |
| COMMITTEE: LEGISLATIVE | TARGET COMMITTEE DATE: 08/12/2025 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: \$378,000.00 |
| | CURRENT TERM TOTAL COST: \$94,500.00 | MAX LENGTH WITH ALL RENEWALS: 4 years | CURRENT TERM PERIOD: First Renewal |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Marquardt & Humes, Inc. | VENDOR #: 11715 | DEPT: County Board | DEPT CONTACT NAME: Evan Shields |
| VENDOR CONTACT: John "Chip" Humes | VENDOR CONTACT PHONE: 630-688-7552 | DEPT CONTACT PHONE #: 630-407-6038 | DEPT CONTACT EMAIL: evanshields@dupagecounty.gov |
| VENDOR CONTACT EMAIL: chip@Marquardtco.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.). Consulting Services as a lobbyist representing DuPage County before the Illinois General Assembly and the Executive Branch of the State Government. Previously the county has engaged lobbyists at both the state and federal level. John "Chip" Humes in particular has experience working directly with members of the DuPage delegation and has a strong grasp of county government and county issues. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished It is important that the views of DuPage County government are communicated to the policy makers at the state level. | | | |

SECTION 2: DECISION MEMO REQUIREMENTS

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|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| DECISION MEMO NOT REQUIRED | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. Renewal |
| DECISION MEMO REQUIRED | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. |
| OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO) | |

SECTION 3: DECISION MEMO

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|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| SOURCE SELECTION | Describe method used to select source. Professional services selection. Marquardt & Humes, Inc.'s accomplishments this last year: Kept the County represented during negotiations on transit legislation to arrive at an amendable solution to both funding and governance reforms; protected and reappropriated all DuPage County appropriations; protected MFT revenues, allowing for expansion of local roads and streets; assisted in moving DuPage County grants through the DCEO process. |
| 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. Recommendation of Marquardt & Humes, Inc. - a respected firm located in Wheaton that has a strong grasp of county operations/issues. 2. Selection of other entity 3. Selection of no entity. |

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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|--------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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: Marquardt & Humes, Inc. | Vendor#: 11715 | Dept: County Board | Division: |
| Attn: John "Chip" Humes | Email: chip@marquardtco.com | Attn: Jeremy Custer | Email: jeremy.custer@dupagecounty.gov |
| Address: 2001 Butterfield Road, Suite 1110 | City: Downers Grove | Address: 421 N County Farm Road | City: Wheaton |
| State: IL | Zip: 60515 | State: IL | Zip: 60187 |
| Phone: 630-688-7552 | Fax: | Phone: 630-407-6038 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Marquardt & Humes, Inc. | Vendor#: 11715 | Dept: | Division: |
| Attn: John "Chip" Humes | Email: chip@marquardtco.com | Attn: | Email: |
| Address: 2001 Butterfield Road, Suite 1110 | City: Downers Grove | Address: | City: |
| State: IL | Zip: 60515 | State: | Zip: |
| Phone: 630-688-7552 | Fax: | Phone: | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Sep 15, 2025 | Contract End Date (PO25): Sep 14, 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 | | Consulting Services as a Lobbyist | FY25 | 1000 | 1001 | 53050 | | 23,625.00 | 23,625.00 |
| 2 | 1 | EA | | Consulting Services as a Lobbyist | FY26 | 1000 | 1001 | 53050 | | 70,875.00 | 70,875.00 |
| <i>FY is required, ensure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 94,500.00 |

| 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. |