



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

| <b>SECTION 1: DESCRIPTION</b>   |   |  |  |
|---|---|--|--|
| <i>General Tracking</i>   |   | <i>Contract Terms</i>                                      |  |
| FILE ID#:   | RFP, BID, QUOTE OR RENEWAL #:           | INITIAL TERM WITH RENEWALS:<br>1 YR + 1 X 1 YR TERM PERIOD | INITIAL TERM TOTAL COST:<br>\$60,000.00                |
| COMMITTEE:<br>STORMWATER  | TARGET COMMITTEE DATE:<br>01/07/2025    | PROMPT FOR RENEWAL:  | CONTRACT TOTAL COST WITH ALL RENEWALS:<br>\$120,000.00 |
|   | CURRENT TERM TOTAL COST:<br>\$60,000.00 | MAX LENGTH WITH ALL RENEWALS:<br>TWO YEARS                 | CURRENT TERM PERIOD:<br>INITIAL TERM                   |
| <i>Vendor Information</i>   |   | <i>Department Information</i>                              |  |
| VENDOR:<br>WBK Engineering  | VENDOR #:<br>12800                      | DEPT:<br>Stormwater Management                             | DEPT CONTACT NAME:<br>Jamie Lock                       |
| VENDOR CONTACT:<br>Greg Chismark  | VENDOR CONTACT PHONE:<br>630-443-7755   | DEPT CONTACT PHONE #:<br>630-407-6705                      | DEPT CONTACT EMAIL:<br>jamie.lock@dupagecounty.gov     |
| VENDOR CONTACT EMAIL:<br>GChismark@bodwegroup.com   | VENDOR WEBSITE:                         | DEPT REQ #:<br>1600-2501                                   |  |
| <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.).<br>Contract for on-call construction engineering services for on site inspection and construction assistance for stormwater projects countywide.   |   |  |  |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>Under the Stormwater Management Department, DuPage County is responsible for construction oversight of various local and regional stormwater projects bid by the department. Additional assistance is needed to help staff with review of contractor submittals and on site inspection during construction. |   |  |  |

| <b>SECTION 2: DECISION MEMO REQUIREMENTS</b>   |  |
|--|--|
| 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) |  |

| <b>SECTION 3: DECISION MEMO</b>     |  |
|-------------------------------------|--|
| SOURCE SELECTION                    | Describe method used to select source.<br>This contract was vetted based on the County's Qualified Based Selection (QBS) process, which allows for Professional Services to be vetted through an open and transparent process. Requests for Statements of Qualifications were sent to firms throughout the industry. Stormwater staff utilized an evaluation team to review and rank a total of 6 firms, taking into consideration the qualifications of the firm, experience of key personnel, and understanding of unique stormwater scope of services. Stormwater staff has determined that WBK Engineering has the most qualified staff based on the information received to perform necessary services. |
| 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).<br>1) Award contract to WBK, a full service engineering firm, for on-call services to assist with the needs of the department.<br>2) Hire in-house Structural, Geotechnical, Electrical, and Mechanical Engineers to assist current staff.<br>3) Take no action. This is not recommended, as it is important to have qualified personnel involved with the county's construction projects.  |

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

|                                      |   |
|--------------------------------------|---|
| <b>JUSTIFICATION</b>                 | Select an item from the following dropdown menu to justify why this is a sole source procurement.   |
| <b>NECESSITY AND UNIQUE FEATURES</b> | 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. |
| <b>MARKET TESTING</b>                | 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.   |
| <b>AVAILABILITY</b>                  | 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:<br>WBK Engineering                | Vendor#:<br>12800                  | Dept:<br>Stormwater Management              | Division:                                 |
| Attn:<br>Greg Chismark                    | Email:<br>GChismark@bodwegroup.com | Attn:<br>Jamie Lock                         | Email:<br>jamie.lock@dupagecounty.gov     |
| Address:<br>116 W. Main Street, Suite 201 | City:<br>Elmhurst                  | Address:<br>421 N. County Farm Road         | City:<br>Wheaton                          |
| State:<br>IL                              | Zip:<br>60174                      | State:<br>IL                                | Zip:<br>60187                             |
| Phone:<br>630-443-7755                    | Fax:                               | Phone:<br>630-407-6705                      | Fax:                                      |
| <i>Send Payments To:</i>                  |                                    | <i>Ship to:</i>                             |   |
| Vendor:<br>same                           | Vendor#:                           | Dept:<br>same                               | Division:                                 |
| Attn:                                     | Email:                             | Attn:                                       | Email:                                    |
| Address:                                  | City:                              | Address:                                    | City:                                     |
| State:                                    | Zip:                               | State:                                      | Zip:                                      |
| Phone:                                    | Fax:                               | Phone:                                      | Fax:                                      |
| <b>Shipping</b>                           |                                    | <b>Contract Dates</b>                       |   |
| Payment Terms:<br>PER 50 ILCS 505/1       | FOB:<br>Destination                | Contract Start Date (PO25):<br>Jan 14, 2025 | Contract End Date (PO25):<br>Nov 30, 2025 |

**Purchase Requisition Line Details**

| LN   | Qty | UOM | Item Detail<br>(Product #) | Description   | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension    |
|--|-----|-----|----------------------------|---|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| 1  | 1   | EA  |                            | On Call Professional<br>Engineering Drainage<br>Services Countywide | FY25 | 1600    | 3000 | 53010     |                             | 60,000.00         | 60,000.00    |
| <b><i>FY is required, ensure the correct FY is selected.</i></b> |     |     |                            |   |      |         |      |           |                             | Requisition Total | \$ 60,000.00 |

| <i>Comments</i>      |  |
|----------------------|--|
| 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. |