



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-3385	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$45,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 11/07/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$45,000.00
	CURRENT TERM TOTAL COST: \$45,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Naperville Township	VENDOR #: 19668	DEPT: Stormwater Management	DEPT CONTACT NAME: Jamie Lock
VENDOR CONTACT: Eddie Bedford	VENDOR CONTACT PHONE: 630-388-4401	DEPT CONTACT PHONE #: 630-407-6705	DEPT CONTACT EMAIL: jamie.lock@dupageco.org
VENDOR CONTACT EMAIL: eddieb@napervilletownship.com	VENDOR WEBSITE:	DEPT REQ #: 1600-2331	
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.). This project will include drainage improvements to address ongoing concerns in the Green Acres subdivision in unincorporated Naperville Township.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DuPage County received funds through the American Rescue Plan Act (ARPA) The County Board has allocated a portion of its ARPA funds be dedicated towards qualifying stormwater infrastructure projects. Stormwater Committee and County Board approved a cost share program to fund shovel ready stormwater infrastructure projects within township road districts countywide. Stormwater Management staff reviewed submittals and the Naperville Township Green Acres Project has been selected for funding of the ARPA Grant.			

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. IGA (INTERGOVERNMENTAL AGREEMENT)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
SOURCE SELECTION	Describe method used to select source. Decision Memo Not Required
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).

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: Naperville Township	Vendor#: 19668	Dept: Stormwater Management	Division:
Attn: Eddie Bedford	Email: eddieb@napervilletownship.com	Attn: Jamie Lock	Email: Jamie.Lock@dupageco.org
Address: 139 Water Street	City: Naperville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60540	State: IL	Zip: 60187
Phone: 630-388-4401	Fax:	Phone: 630-407-6705	Fax: 630-407-6701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Naperville Township	Vendor#: 19668	Dept: Stormwater Management	Division:
Attn: Eddie Bedford	Email: eddieb@napervilletownship.com	Attn: Jamie Lock	Email: Jamie.Lock@dupageco.org
Address: 139 Water Street	City: Naperville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60540	State: IL	Zip: 60187
Phone: 630-388-4401	Fax:	Phone: 630-407-6705	Fax: 630-407-6701
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 14, 2023	Contract End Date (PO25): Dec 30, 2024
Contract Administrator (PO25): Alicia Favela Perez			

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		Green Acres Project	FY23	1100	1215	53830	COVID-19_ SWM	45,000.00	45,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 45,000.00

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.

The following documents have been attached: ☒ W-9 ☐ Vendor Ethics Disclosure Statement