



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$170,874.63
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 07/11/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$170,874.63
	CURRENT TERM TOTAL COST: \$170,874.63	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Robinson Engineering, Ltd.	VENDOR #: 30232	DEPT: Division of Transportation	DEPT CONTACT NAME: William Eidson
VENDOR CONTACT: Steve Zehner	VENDOR CONTACT PHONE: 847-250-5635	DEPT CONTACT PHONE #: 6900	DEPT CONTACT EMAIL: william.eidson@dupageco.org
VENDOR CONTACT EMAIL: szehner@reltd.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 Phase II Design Engineering Services for the DuPage County Fuel Facility Reconstruction, Section #23-00179-35-MG.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To provide professional design services for the reconstruction of the County's fleet fuel facility located adjacent to 200 N. County Farm Road in Wheaton, Illinois. The scope of work involves developing design plans for a new fueling station, including storage tanks, pumps and fuel management system, meeting the needs of the county vehicle fleet, including all necessary environmental analysis, reports, coordination with appropriate governmental agencies, and obtaining permits.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. Requests for proposals was posted on the DuPage County QBS website. Proposals were received from 3 firms. The DOT staff reviewed each submittal taking into consideration the firm's understanding of the project, strategies to ensure timely completion of the project, experience on similar projects, and experience of key personnel. Based on the review of the proposals, 3 firms were shortlisted and interviewed. Based on a comprehensive review of the submittals and interviews, the DOT staff determined that the project team assembled by Robinson Engineering, Ltd. was most qualified and had 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 Robinson Engineering, Ltd. This is the recommended option. 2. Contract with another firm. Not recommended due to staff's determination that Robinson Engineering, Ltd. 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 PO TO VENDOR	Vendor#:	Dept: Division of Transportation	Division: Finance
Attn:	Email:	Attn: DOT Finance	Email: DOTFinance@dupageco.or
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: Robinson Engineering, Ltd.	Vendor#: 30232	Dept:	Division:
Attn: Steve Zehner	Email: szechner@reltd.com	Attn:	Email:
Address: 127 N. Walnut Street Suite 200	City: Itasca	Address:	City:
State: IL	Zip: 60143	State:	Zip:
Phone: 847-250-5635	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 18, 2023	Contract End Date (PO25): Nov 30, 2025
Contract Administrator (PO25): Kathleen Black Curcio			

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		23-00179-35-MG	FY23	1500	3500	54040	COUNTY_F UELSTN	75,000.00	75,000.00
2	1	EA		23-00179-35-MG	FY24	1500	3500	54040	COUNTY_F UELSTN	75,000.00	75,000.00
3	1	EA		23-00179-35-MG	FY25	1500	3500	54040	COUNTY_F UELSTN	20,874.63	20,874.63
FY is required, assure the correct FY is selected.										Requisition Total	\$ 170,874.63

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Professional Phase II Design Engineering Services for the DuPage County Fuel Facility Reconstruction, Section #23-00179-35-MG.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. DOT to issue formal Notice to Proceed. Do not send PO to Consultant.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Last Invoice Date 11/30/26
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