



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

**SECTION 1: DESCRIPTION**

General Tracking		Contract Terms	
FILE ID#: 23-3010	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$80,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 10/03/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$160,000.00
	CURRENT TERM TOTAL COST: \$80,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Leech Tishman Fuscaldo & Lampl, LLC	VENDOR #: 32242	DEPT: Division of Transportation	DEPT CONTACT NAME: William Eidson
VENDOR CONTACT: Jennifer Pohlenz	VENDOR CONTACT PHONE: 630-817-3319	DEPT CONTACT PHONE #: 630-407-6900	DEPT CONTACT EMAIL: william.eidson@dupageco.org
VENDOR CONTACT EMAIL: jpohlenz@leechtishman.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 Legal Services to assist with environmental issues, as needed for the Division of Transportation.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Division of Transportation requires professional legal services to assist with environmental issues.			

**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.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

**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. The DuPage County State's Attorney has the sole authority to appoint outside counsel as Special Assistant State's Attorneys to act on behalf of the County. Jennifer Pohlenz has been appointed as Special Assistant State's Attorney to provide legal expertise and advice on environmental issues for the Division of Transportation and is employed by the law firm of Leech Tishman Fuscaldo & Lampl, LLC.
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) Do not approve this contract and review environmental legal issues with in-house State's Attorney staff. 2) Approve the contract with Leech Tishman Fuscaldo & Lampl, LLC. Option 1 is not recommended because the DuPage County State's Attorney does not have in-house staff attorneys with the necessary expertise to review and advise the Division of Transportation on environmental issues. Option 2 is recommended since it is critical to the County to have ongoing legal expertise related to review of environmental issues for the Division of Transportation. We have reviewed this matter with the DuPage County State's Attorney's office. Leech Tishman Fuscaldo & Lampl, LLC has the essential legal expertise through Jennifer Pohlenz and is familiar with ongoing environmental legal matters.

## 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: Leech Tishman Fuscaldo & Lampl, LLC	Vendor#: 32242	Dept: Division of Transportation	Division: Finance
Attn: Jennifer Pohlenz	Email: jpohlenz@leechtishman.com	Attn: DOT Finance	Email: DOTFinance@dupageco.org
Address: 2215 York Road Suite 310	City: Oak Brook	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60532	State: IL	Zip: 60187
Phone: 630-817-3319	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Leech Tishman Fuscaldo & Lampl, LLC	Vendor#: 32242	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: P.O. Box 419797	City: Boston	Address:	City:
State: MA	Zip: 02241-9797	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 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		Environmental Issues - FY24	FY24	1500	3500	53030		40,000.00	40,000.00
2	1	EA		Environmental Issues - FY25	FY25	1500	3500	53030		40,000.00	40,000.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 80,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Professional Legal Services to assist with environmental issues, as needed for the Division of Transportation.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email PO to DOTFinance@dupageco.org & Joan.McAvoy2@dupageco.org
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