



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

**SECTION 1: DESCRIPTION**

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$29,500.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: March 3, 2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$29,500.00
	CURRENT TERM TOTAL COST: \$29,500.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: CEMCON, Ltd.	VENDOR #: 11015	DEPT: Stormwater	DEPT CONTACT NAME: Christine Klepp
VENDOR CONTACT: Matthew Worline	VENDOR CONTACT PHONE: 630-862-2100	DEPT CONTACT PHONE #: 630-407-6708	DEPT CONTACT EMAIL: klepp@dupagecounty.gov
VENDOR CONTACT EMAIL: mattw@cemcon.com	VENDOR WEBSITE: cemcon.com	DEPT REQ #: 1600-2605	
<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.). Professional Services Agreement with CEMCON, Ltd. for \$29,500.00 to provide floodplain mapping services for the Ferry Creek Watershed.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Contract is necessary for the Ferry Creek floodplain mapping documentation and perform floodplain map QA review.			

**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**

SOURCE SELECTION	Describe method used to select source. In accordance with the Local Government Professional Services Selection Act (50 ILCS 510) and the DuPage County Procurement Ordinance, Stormwater has reviewed qualifications of firms and determined Cemcon is best suited to perform the tasks set forth in the contract.
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). Staff recommends that the contact with Cemcon be approved. Having in-house staff complete the documentation task and perform the map review would extend the timeline of the contract unnecessarily. Taking no action is not recommended since it is an important part of the Department's goals and mission to remap the floodplains in DuPage County.

## 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: CEMCON, Ltd.	Vendor#: 11015	Dept: Stormwater	Division:
Attn: Matthew Worline	Email: mattw@cemcon.com	Attn: Christine Klepp	Email: klepp@dupagecounty.gov
Address: 2280 White Oak Circle, Suite 100	City: Aurora	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60502-9675	State: IL	Zip: 60187
Phone: 630-862-2100	Fax: 630-862-2199	Phone: 630-407-6708	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: CEMCON, Ltd.	Vendor#: 11015	Dept: same	Division:
Attn: Matthew Worline	Email: mattw@cemcon.com	Attn:	Email:
Address: 2280 White Oak Circle, Suite 100	City: Aurora	Address:	City:
State: IL	Zip: 60502-9675	State:	Zip:
Phone: 630-862-2100	Fax: 630-862-2199	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 3, 2026	Contract End Date (PO25): Nov 30, 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		Floodplain mapping services	FY26	1600	3000	53010		29,500.00	29,500.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 29,500.00

<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.