



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#: SM-P-0020-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$162,436.10
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 09/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$162,436.10
	CURRENT TERM TOTAL COST: \$162,436.10	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Azteca Systems, LLC	VENDOR #: 27385	DEPT: Stormwater	DEPT CONTACT NAME: Sarah Hunn
VENDOR CONTACT: Bradley Chatman	VENDOR CONTACT PHONE: 801-617-8304	DEPT CONTACT PHONE #: 6676	DEPT CONTACT EMAIL: sarah.hunn@dupagecounty.gov
VENDOR CONTACT EMAIL: contracts@cityworks.com	VENDOR WEBSITE:	DEPT REQ #:	
<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.). Request approval for a contract with Azteca Systems, LLC for Cityworks Software Licenses, which is the used for asset management and work order tracking for Stormwater Management, Public Works and DuDOT. This contract is a two year contract for the Cityworks licenses and software that is utilized by departments daily.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This program will enhance operational response time to service requests and will allow for real time asset management and data tracking. This has been previously installed and has been utilized by various departments for years.			

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.
SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)	
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.
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. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
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. This program is utilized for managing and tracking DuPage County Capital Assets. Azteca owns the proprietary database for this program.
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. This is evaluated and tested for these services within the last 12 months with 3 other programs.
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. This program utilizes a GIS database that communicates with a standalone program.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Azteca Systems, LLC	Vendor#: 27385	Dept: Stormwater Management	Division:
Attn: Bradley Chatman	Email: contracts@cityworks.com	Attn: Sarah Hunn	Email: sarah.hunn@dupagecounty.gov
Address: 11075 S. State Street	City: Sandy	Address: 421 N. County Farm Road	City: Wheaton
State: UT	Zip: 84070	State: IL	Zip: 60187
Phone: 801-523-2751	Fax:	Phone: 630-407-6676	Fax: 630-407-6701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same As Above	Vendor#: Same As Above	Dept: Same As Above	Division: Same As Above
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 1, 2025	Contract End Date (PO25): Sep 30, 2027
Contract Administrator (PO25): Sarah Hunn, Alicia Favela Perez, Drew Cormican			

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		Professional Asset Management Software Storm	FY25	1600	3000	53807		6,074.76	6,074.76
2	1	EA		Professional Asset Management Software PW	FY25	2000	2665	53807		6,074.76	6,074.76
3	1	EA		Professional Asset Management Software DOT	FY25	1600	3500	53807		1,056.48	1,056.48
4	1	EA		Professional Asset Management Software Storm	FY26	1600	3000	53807		36,752.68	36,752.68
5	1	EA		Professional Asset Management Software PW	FY26	2000	2665	53807		36,752.68	36,752.68
6	1	EA		Professional Asset Management Software DOT	FY26	1600	3500	53807		6,391.76	6,391.76
7	1	EA		Professional Asset Management Software Storm	FY27	1600	3000	53807		31,893.17	31,893.17
8	1	EA		Professional Asset Management Software PW	FY27	2000	2665	53807		31,893.17	31,893.17
9	1	EA		Professional Asset Management Software DOT	FY27	1600	3500	53807		5,546.64	5,546.64
FY is required, assure the correct FY is selected.										Requisition Total	\$ 162,436.10

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