



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1224	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$95,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 04/04/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$190,000.00
	CURRENT TERM TOTAL COST: \$95,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Robinson Engineering	VENDOR #: 30232	DEPT: Stormwater Management	DEPT CONTACT NAME: Jamie Lock
VENDOR CONTACT: Paul Ruscko	VENDOR CONTACT PHONE: 224-908-3981	DEPT CONTACT PHONE #: 630-407-6705	DEPT CONTACT EMAIL: jamie.lock@dupageco.org
VENDOR CONTACT EMAIL: pruscko@reltd.com	VENDOR WEBSITE: https://reltd.com	DEPT REQ #: 1600-2308	
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.). First renewal - Contract for on-call engineering and professional services for inspection, evaluation, design and permitting for County owned and operated stormwater facilities			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DuPage County's stormwater facilities require periodic inspection and certification to make sure they remain safe and functional. Occasionally, those inspections result in the need to repair/ perform maintenance or make modifications to the facility. Stormwater Management also periodically oversees construction of flood control projects and requires additional assistance with oversight, shop drawing review, and project management. This contract is to complete all of the work noted above as it relates to the department's roles and responsibilities.			

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. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. This is a contract renewal. This contract was vetted based on the County's Qualified Based Selection (QBS) process, which allows for Professional Services to be vetted through an open and transparent process. Requests for Statements of Qualifications were sent to firms throughout the industry. Statements of Interest were received from 5 firms. Stormwater staff utilized an evaluation team to review and rank firms, taking into consideration the qualifications of the firm, experience of key personnel, and understanding of unique stormwater scope of services. Stormwater staff determined that Robinson has the most qualified staff based on the information received to perform necessary services.
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 contract to Robinson, a full service engineering firm, for on-call services related to the operation and maintenance of DuPage County Stormwater Management facilities. 2) Hire in-house structural, electrical, and mechanical engineers to inspect and evaluate several of the County owned and operated facilities which may require design and permitting services to be completed by others.

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: Robinson Engineering, Inc.	Vendor#: 30232	Dept: Stormwater Management	Division:
Attn: Paul Ruscko	Email: pruscko@reltd.com	Attn: Jamie Lock	Email: jamie.lock@dupageco.org
Address: 127 N. Walnut Street	City: Itasca	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60143	State: IL	Zip: 60187
Phone: 224-908-3981	Fax:	Phone: 630-407-6705	Fax: 630-407-6701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Robinson Engineering, Inc.	Vendor#: 30232	Dept: Stormwater Management	Division:
Attn: Paul Ruscko	Email: pruscko@reltd.com	Attn: Jamie Lock	Email: jamie.lock@dupageco.org
Address: 127 N. Walnut Street	City: Itasca	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60143	State: IL	Zip: 60187
Phone: 224-908-3981	Fax:	Phone: 630-407-6705	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 11, 2023	Contract End Date (PO25): May 31, 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		On-call engineering and professional services for inspection, evaluation, design and permitting for County owned and operated stormwater facilities.	FY23	1600	3000	53010		60,000.00	60,000.00
2	1	EA			FY24	1600	3000	53010		35,000.00	35,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 95,000.00

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