



Procurement Review Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Date: Aug 9, 2023

MinuteTraq (IQM2) ID #: _____

Vendor: Dick Buss & Associates LLC	Vendor #: 32776	Contract Term: 8/24/23-12/31/23	Contract Total: \$42,500.00
Dept: ETSB	Contact: Eve Kraus	Phone: 630-550-7743	Assigned Committee: ETSB
Description of Procurement/ Scope of Work/ Background	Request for approval of Purchase Order 923023 to Dick Buss & Associates for additional labor beyond one trip (5 working days) quoted as part of Purchase Order 922019/5953-1. A quote was provided for a daily rate of \$2,500.00, for a not to exceed total of 17 days and amount of \$42,500.00. This is an unbudgeted expense and will require a budget transfer from 53828: Contingencies if approved.		
Reason for Procurement	For monitor array upgrade project, DU-COMM requested only two (2), and not more than four (4), positions be taken down per day to ensure their TCs and trainees could continue status quo. This project must be completed before install of CPE and CAD which require 24 inch monitors. ETSB worked with the current DUCOMM Director to schedule this project for October.		

FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): _____
- Budget Transfer (Date) Sep 13, 2023 Add'l Information If approved, a budget transfer would be utilized from account 4000-5820-53828

DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE # or BID # _____ (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)
- RENEWAL, Enter Bid # _____ Intergovernmental Agreement
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00 Public Utility
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

DECISION MEMO REQUIRED

- Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS525)
- EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____ (include Evaluation Summary if applicable)
- RENEWAL OF RFP # _____
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # _____

PREPARED BY AND APPROVAL(S) (Initials Only)

ek	Aug 9, 2023	LMZ	Aug 9, 2023	N/A
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required

REVIEWED BY (Initials Only)

Buyer	Date	<u>LMZ</u>	Date	<u>8/11/23</u>
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date	