



Procurement Review Checklist

Procurement Services Division

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

Date: Dec 27, 2016

MinuteTraq (IQM2) ID #: _____

Vendor: DLZ Illinois, Inc.	Vendor #:	Contract Term: Through 06/30/18	Contract Total: \$250,000.00
Dept: Division of Transportation	Contact: Bob Greene	Phone: 6900	Assigned Committee: Transportation
Description of Procurement/ Scope of Work/ Background	Traffic Signal Design Engineering Services for various locations for the Division of Transportation, Section 17-TSENG-00-EG		
Reason for Procurement	See attached Decision Memo		
FUNDING SOURCE			

Procurement budgeted for (FY and budget code(s)): 1500-3500-54040

Funds identified in budget line(s): _____

DECISION MEMO NOT REQUIRED

LOWEST RESPONSIBLE QUOTE #, BID # or RFP # _____ (attach applicable Tabulation)
(QUOTE Less Than \$25,000; BID Equal To or Greater Than \$25,000)

EXEMPT FROM BIDDING PER ILLINOIS COMPLIED STATUTES

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

PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

BASIS OF DECISION MEMO (attach Decision Memo)

EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____ (include Evaluation Summary if applicable)

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)

Emh	Dec 27, 2016	<i>Chris Snyder</i>	12/27/16		
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required	Date

REVIEWED BY (Initials Only)

<i>Øx</i>	1-3-17	<i>JAM</i>	1-3-17
Buyer	Date	Procurement Officer	Date
<i>SPR</i>	1-10-17	<i>TC</i>	1-11-17
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date