## Procurement Review Checklist

**Procurement Services Division**

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

**Vendor:** PACE Suburban Bus Service  
**Vendor #:** 11831

**Dept:** Comm Services - Senior Services  
**Contact:** Natasha Belli  
**Phone:** 630-407-6498

**Contract Term:** 10/01/19 - 9/30/20  
**Contract Total:** $60,000.00

**Description of Procurement/Scope of Work/Background:**

Intergovernmental agreement to provide para-transit services through Ride DuPage. Total Amount of Contract $60,000.00. Agreement allows Community Services to provide transportation services to low-income seniors traveling to medical facilities, social activities, and to run errands.

**Reason for Procurement:**

Annual intergovernmental agreement for delivery of services.

### FUNDING SOURCE

- [ ] Procurement budgeted for (FY and budget code(s)): FY20, 5000 1660 53827 20-703F 53827
- [ ] Budget Transfer (Date)  
- [ ] Add'l Information

### DECISION MEMO REQUIRED

- [ ] Cooperative Procurement (JPC4-107) or Government Joint Purchasing Act Procurement (30ILCS25)
- [ ] 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)

- **Prepared By:**  
  - Date: Nov 5, 2019
  - Initials: MT

- **Recommended for Approval:**  
  - Date: Nov 5, 2019
  - Initials: MK

- **IT Approval, if required:**

### REVIEWED BY (Initials Only)

- **Buyer:**  
  - Date: 11/16/19
  - Initials: JM
  - Title: Procurement Officer
  - Date: 11/7/19

- **Chief Financial Officer:**  
  - Date: 11/7/19
  - Initials: SM
  - Title: Chairman's Office
  - Date: 11/8/19

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**MINUTES (ID #):** 4527

**Procurement budgeted for (FY and budget code(s)): FY20, 5000 1660 53827 20-703F 53827**