Procurement Review Checklist

Vendor: PACE Suburban Bus Service
Vendor #: 11831
Dept: Community Services
Contact: Mary Keating
Phone: 630-407-6457

Contract Term: 10/01/19 - 11/30/20
Contract Total: $1,092,000.00
Assigned Committee: HHS

Description of Procurement/ Scope of Work/ Background:
Intergovernmental agreement to provide para-transit service through Ride DuPage, including Curb-to-Curb, Dial-A-Ride Bus, and Taxi Service. Total Amount of Contract $1,092,000. Agreement allows Community Services to provide transportation services to low-income individuals and individuals with disabilities. Job Access grant covers $492,000 of total agreement.

Reason for Procurement:
Annual intergovernmental agreement for delivery of services.

Funding Source:
☑ Procurement budgeted for (FY and budget code(s)): FY20 1000 1750 53827 & 5000 1710 53827

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 SS ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under $35,000.00 ☐ Public Utility
☐ PER SS 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: MT
Date: Nov 5, 2019
Recommended for Approval: MCK
Date: Nov 5, 2019
IT Approval, if required: Date

Reviewed By (Initials Only):
Buyer: JS
Date: 11/6/19
Procurement Officer
Date: 11-7-19

Chief Financial Officer
(Decision Memos Over $25,000)
Date: 11-2-19
Chairman's Office
(Decision Memos Over $25,000)
Date: 11-9-19