Procurement Review Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Vendor: Leech Tishman Fuscaldo & Lampl
Vendor #: 
Contract Term: 11/27/19 - 11/30/20
Contract Total: $40,000.00

Dept: Division of Transportation
Contact: 
Phone: 6900
Assigned Committee: Transportation

Description of Procurement/Scope of Work/Background
Professional Legal Services to assist with environmental issues for the Division of Transportation

Reason for Procurement
See attached decision memo

FUNDING SOURCE

☑ Procurement budgeted for (FY and budget code(s)): 1500-3500-53030
☐ Budget Transfer (Date)  

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)

EMH
Prepared By 
Date Nov 7, 2019
Recommended for Approval Date 
IT Approval, if required Date 

REVIEWED BY (Initials Only)

Buyer 
Date 11/8/19 
Procurement Officer 
Date 11-8-19 

Chief Financial Officer 
(Decision Memos Over $25,000)
Date 11-13-19 
Chairman's Office 
(Decision Memos Over $25,000)
Date 11-13-19 

FORM OPTIMIZED FOR ADOBE READER VERSION 9 OR LATER