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 negotiate Highway Authority Applications, as needed for the Division of Transportation

Reason for Procurement
See attached decision memo

FUNDING SOURCE
☑ Procurement budgeted for (FY and budget code): 1500-3500-53030
☐ Budget Transfer (Date) Add'l Information

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(S) (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)

Prepared By: EMH Prepared By: EMH
Recommended for Approval: 11/7/19 IT Approval, if required: 11/8/19
Date Date Date

REVIEWED BY (Initials Only)

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

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

Date: Nov 7, 2019

Minuterraq (IQM2) ID #: 16544

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9/11/17