**Procurement Review Checklist**

**Procurement Services Division**

This form must accompany all Purchase Order Requisitions

Attach Required Vendor Ethics Disclosure Statement

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**Vendor:** Ecology & Environment, Inc.

**Vendor #:**

**Contract Term:** Through 11/30/19

**Contract Total:** $150,000.00

**Dept:** Division of Transportation

**Contact:** Paul Krueger

**Phone:** 6900

**Assigned Committee:** Transportation

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

Professional Environmental Screening Services upon request, Section 19-ENVMT-06-EG; Division of Transportation - $127,500.00; Public Works - $15,000.00; Facilities Management - $7,500.00

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**Reason for Procurement:**

See attached decision memo

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**FUNDING SOURCE**

- Procurement budgeted for (FY and budget code(s)): 1500-3500-54040; 2000-2665-53010; 1000-1100-53010

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**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:

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**DECISION MEMO REQUIRED**

[ ] Cooperative Procurement (DPC4-107) or Government Joint Purchasing Act Procurement (30ILCS5525)

[ ] 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 # ____________

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**PREPARED BY AND APPROVAL(S) (Initials Only)**

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**Note:**

- Form optimized for Acrobat and Adobe Reader Version 9 or Later

**Rev 1.8**

9/11/17