



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-0976	RFP, BID, QUOTE OR RENEWAL #: 23-027-SWM	INITIAL TERM WITH RENEWALS: 3 YRS + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$86,675.10
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 03/07/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$111,542.70
	CURRENT TERM TOTAL COST: \$86,675.10	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: AT & T Business	VENDOR #:	DEPT: Stormwater Management	DEPT CONTACT NAME: Sarah Hunn
VENDOR CONTACT: Dusk Koenig	VENDOR CONTACT PHONE: 630-217-3958	DEPT CONTACT PHONE #: 630-407-6676	DEPT CONTACT EMAIL: Sarah.Hunn@dupageco.org
VENDOR CONTACT EMAIL: dusk@att.com	VENDOR WEBSITE: www.att.com	DEPT REQ #: 1600-2305	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Private Network for County Flood Control Facilities, per lowest bid 23-027-SWM			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Private Network for County Flood Control Facilities is needed to provide high speed internet services for remote communication to ensure real time operation of the County's flood control facilities.			

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
RFP (REQUEST FOR PROPOSAL)	

SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. RFP 23-027-SWM
RECOMMENDATION AND TWO ALTERNATIVES	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). Staff recommends approval of vendor contract. Other options include continuing with existing vendor (change order required) and/or not providing real-time operational capabilities at the County's Flood Control Facilities. Neither of these options are preferred as the selected vendor will provide the service necessary for realtime monitoring and operations at the lowest cost.

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement.
NECESSITY AND UNIQUE FEATURES	Describe the product or services that are not available from other vendors. Explain necessary and unique features or services. Attach letters from manufacturer, letters from distributor, warranties, licenses, or patents as needed. Be specific.
MARKET TESTING	List and describe the last time the market has been tested on the applicability of the sole source. If it has not been tested over the last 12 months, explain why not.
AVAILABILITY	Describe steps taken to verify that these features are not available elsewhere. Included a detailed list of all products or services by brand/manufacturer examined and include names, phone numbers, and emails of people contacted.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: AT & T Business	Vendor#:	Dept: Stormwater Management	Division:
Attn:	Email: dusk@att.com	Attn: Sarah Hunn	Email: Sarah.Hunn@dupageco.org
Address: 225 W. Randolph St.--Z1	City: Chicago	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60606	State: IL	Zip: 60187
Phone: 630-217-3958	Fax:	Phone: 630-407-6676	Fax: 630-407-6701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept:	Division:
Attn: SAME	Email:	Attn: SAME	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 14, 2023	Contract End Date (PO25): Mar 14, 2026
Contract Administrator (PO25): Alicia Favela Perez			

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	9	EA		Private Network for County Flood Control Facilities	FY23	1600	3000	53250		2,072.30	18,650.70
2	12	EA		Private Network for County Flood Control Facilities	FY24	1600	3000	53250		2,072.30	24,867.60
3	12	EA		Private Network for County Flood Control Facilities	FY25	1600	3000	53250		2,072.30	24,867.60
4	4	EA		Private Network for County Flood Control Facilities	FY26	1600	3000	53250		2,072.30	8,289.20
5	1	EA		Contingency	FY23	1600	3000	53250		10,000.00	10,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 86,675.10

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: ☐ W-9 ☐ Vendor Ethics Disclosure Statement