



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

**SECTION 1: DESCRIPTION**

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 24-0889	RFP, BID, QUOTE OR RENEWAL #: 21-104-IT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$47,600.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/19/2024	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$119,000.00
	CURRENT TERM TOTAL COST: \$47,600.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: AT&T	VENDOR #: 10008	DEPT: Public Works	DEPT CONTACT NAME: Drew Cormican
VENDOR CONTACT: Glen Shine	VENDOR CONTACT PHONE: 630-718-1569	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: drew.cormican@dupagecounty.gov
VENDOR CONTACT EMAIL: gs0293@att.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Procurement of services to support Public Works requirements for analog circuits along with the requirement for analog business lines, based off of Bid #21-104-IT. This contract is for two (2) years with one (1) optional two (2) year renewal. This is the first and final renewal option with AT&T for analog circuits.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Public Works must support the continued requirement for analog circuits.			

**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. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

**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.
SOURCE SELECTION	Describe method used to select source.
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).

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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	Vendor#: 10008	Dept: DuPage County Public Works	Division: Public Works
Attn: Glenn Shine	Email: gs0293@att.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 20 N. Main Street	City: Lombard	Address: 7900 S. Route 53	City: Woodridge
State: IL	Zip: 60148	State: Illinois	Zip: 60517
Phone: 630.718.1569	Fax:	Phone: 630-985-7400	Fax: 630-985-4802
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: AT&T	Vendor#: 10008	Dept: SAME AS ABOVE	Division:
Attn:	Email:	Attn:	Email:
Address: P.O. Box 6080	City: Carol Stream	Address:	City:
State: IL	Zip: 60188	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 16, 2024	Contract End Date (PO25): Feb 16, 2026
Contract Administrator (PO25): Drew Cormican/Sandra Martinez			

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	1	EA		Analog Circuits	FY24	2000	2555	53250		8,000.00	8,000.00
2	1	EA		Analog Circuits	FY24	2000	2665	53250		8,000.00	8,000.00
3	1	EA		Analog Circuits	FY24	2000	2640	53250		4,400.00	4,400.00
4	1	EA		Analog Circuits	FY25	2000	2555	53250		8,000.00	8,000.00
5	1	EA		Analog Circuits	FY25	2000	2665	53250		8,000.00	8,000.00
6	1	EA		Analog Circuits	FY25	2000	2640	53250		4,400.00	4,400.00
7	1	EA		Analog Circuits	FY26	2000	2555	53250		2,500.00	2,500.00
8	1	EA		Analog Circuits	FY26	2000	2665	53250		2,500.00	2,500.00
9	1	EA		Analog Circuits	FY26	2000	2640	53250		1,800.00	1,800.00
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 47,600.00

<i>Comments</i>	
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