



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#: 25-0079	RFP, BID, QUOTE OR RENEWAL #: Sole Source	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$49,680.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 12/03/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$49,680.00
	CURRENT TERM TOTAL COST: \$49,680.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Traffic Control Corporation	VENDOR #: 26422	DEPT: Division of Transportation	DEPT CONTACT NAME: Stephen Travia, P.E.
VENDOR CONTACT: Mitch Bright	VENDOR CONTACT PHONE: 630-248-2439	DEPT CONTACT PHONE #: 630-407-6900	DEPT CONTACT EMAIL: stephen.travia@dupagecounty.gov
VENDOR CONTACT EMAIL: mb@tcc1.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.). 50 additional licenses for additional concurrent traffic signals under software management through Econolite's Centrac's Advanced Traffic Management System (ATMS). This procurement will increase the traffic signal limit from 350 to 400., per quote #661789 (Sole Source).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished As Division of Transportation continues to expand its network connectivity with additional traffic signals, the software helps to collect and visualize operational and traffic flow data to help promote optimal performance and maintenance in the county's commitment to state of good repair, safety, and environmental stewardship.			

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. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
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

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

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
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. This is a proprietary software manufactured and licensed by Econolite, and sold exclusively through the local distributor, Traffic Control Corporation. The initial selection followed the federal systems engineering process and was approved by IDOT, FHWA, and the DuPage County Board. That selection process included review of a variety of applications from which Centracs ATMS was selected. Traffic Control Corporation is the only approved source in Illinois to sell the Econolite product.
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. The Econolite brand is geographically limited to Traffic Control Corporation as a sole authorized reseller. Competitive vendors include Mobotrex, Traffic control Products, and TAPCO all do not sell Econolite products.
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. See attached Vendor letter confirming exclusivity of the product offerings through Traffic Control Corporation.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Traffic Control Corporation	Vendor#: 26422	Dept: DOT Finance	Division:
Attn: Mitch Bright	Email: mb@tcc1.com	Attn:	Email: DOTFinance@dupagecounty.gov
Address: 10435 Argonne Woods Drive	City: Woodridge	Address: 421 N County Farm Road	City: Wheaton
State: IL	Zip: 60517	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6900	Fax: 630-407-6901
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: same as above	Vendor#:	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: ACH	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): Jan 14, 2025	Contract End Date (PO25): Nov 30, 2025

Purchase Requisition Line Details

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	50	EA		Centracs Expansion Licenses	FY25	1500	3500	53807		993.60	49,680.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 49,680.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025. 50 additional licenses for additional concurrent traffic signals under software management through Econolite's Centracs Advanced Traffic Management System (ATMS). This procurement will increase the traffic signal limit from 350 to 400., per quote #661789 (Sole Source).
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. Email approved PO to Mitch Bright - MB@TCC1.com; DOTFinance@dupagecounty.gov & Joan.McAvoy@dupagecounty.gov
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.