



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID #: 25-2174	RFP, BID, QUOTE OR RENEWAL #: Utility	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$130,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 09/16/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$130,000.00
	CURRENT TERM TOTAL COST: \$130,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Nicor Gas	VENDOR #: 10057	DEPT: Division of Transportation	DEPT CONTACT NAME: Stephan Travia
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 6900	DEPT CONTACT EMAIL: Stephan.travia@dupagecounty.gov
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #:	
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.). Contract purchase order for natural gas distribution service, for the Division of Transportation, for a four year period October 1, 2025 through September 30, 2029 for a contract total not to exceed \$130,000.00			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Natural gas distribution service is required to maintain the operations of the DOT 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.
PUBLIC UTILITY

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.
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: Nicor Gas	Vendor#: 10057	Dept: DOT Finance	Division: Transportation
Attn:	Email:	Attn: Accounts Payable	Email: DOTFinance@dupagecounty.gov
Address: PO Box 2020	City: Aurora	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60507-2020	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630.407.6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Nicor Gas	Vendor#: 10057	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 5407	City: Carol Stream	Address:	City:
State: IL	Zip: 60197-5407	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 1, 2025	Contract End Date (PO25): Sep 30, 2029

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		DOT-5003 Belmont DG-FY25	FY25	1500	3500	53200		500.00	500.00
2	1	EA		DOT-140N Building-FY25	FY25	1500	3510	53200		3,000.00	3,000.00
3	1	EA		DOT-180N Building-FY25	FY25	1500	3520	53200		2,500.00	2,500.00
4	1	EA		DOT-1900 Arthur WC-FY25	FY25	1500	3510	53200		2,500.00	2,500.00
5	1	EA		DOT-5003 Belmont DG-FY26	FY26	1500	3500	53200		2,500.00	2,500.00
6	1	EA		DOT-140N Building-FY26	FY26	1500	3510	53200		14,000.00	14,000.00
7	1	EA		DOT-180N Building-FY26	FY26	1500	3520	53200		8,000.00	8,000.00
8	1	EA		DOT-1900 Arthur WC-FY26	FY26	1500	3510	53200		8,000.00	8,000.00
9	1	EA		DOT-5003 Belmont DG-FY27	FY27	1500	3500	53200		2,500.00	2,500.00
10	1	EA		DOT-140N Building-FY27	FY27	1500	3510	53200		14,000.00	14,000.00
11	1	EA		DOT-180N Building-FY27	FY27	1500	3520	53200		8,000.00	8,000.00
12	1	EA		DOT-1900 Arthur WC-FY27	FY27	1500	3510	53200		8,000.00	8,000.00
13	1	EA		DOT-5003 Belmont DG-FY28	FY28	1500	3500	53200		2,500.00	2,500.00
14	1	EA		DOT-140N Building-FY28	FY28	1500	3510	53200		14,000.00	14,000.00
15	1	EA		DOT-180N Building-FY28	FY28	1500	3520	53200		8,000.00	8,000.00
16	1	EA		DOT-1900 Arthur WC-FY28	FY28	1500	3510	53200		8,000.00	8,000.00
17	1	EA		DOT-5003 Belmont DG-FY29	FY29	1500	3500	53200		2,000.00	2,000.00
18	1	EA		DOT-140N Building-FY29	FY29	1500	3510	53200		11,000.00	11,000.00
19	1	EA		DOT-180N Building-FY29	FY29	1500	3520	53200		5,500.00	5,500.00
20	1	EA		DOT-1900 Arthur WC-FY29	FY29	1500	3510	53200		5,500.00	5,500.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 130,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Contract purchase order for natural gas distribution service, for the Division of Transportation.
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. Please forward copy of PO to DOTFinance@dupagecounty.gov and kathy.black@dupagecounty.gov
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.