



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#: 26-0956	RFP, BID, QUOTE OR RENEWAL #: #24-494DOT-FINAD-P-69506	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$17,622.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 04/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$17,622.00
	CURRENT TERM TOTAL COST: \$17,622.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Work Zone Safety Inc.	VENDOR #: 39331	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Heather McClusky	VENDOR CONTACT PHONE: 815-834-0429	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: heather@workzonesafetyinc.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-42	

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.).

Recommendation for the approval of a contract purchase order to Work Zone Safety Inc., to furnish and deliver (3) Wanco Frame Arrow Boards for the Division of Transportation, for a contract total not to exceed \$17,622.00; contract pursuant to the Governmental Joint Purchasing Act, 30 ILCS 525/2 Bid-Buy Contract #24-494DOT-FINAD-P-69506.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

This purchase will enhance work zone safety by providing clear directional guidance, improving visibility and reducing confusion for drivers. This lowers the risk of accidents and helps ensure worker protection through construction zones.

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.

COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.  This contract was setup using the cooperative State of Illinois Contract Bid-Buy #24-494DOT-FINAD-P-69506.
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).  1. DOT staff recommends issuing a purchase order to Work Zone Safety Inc., using the State of Illinois Contract Bid-Buy #24-494DOT-FINAD-P-69506. 2. Request bids. 3. Status quo.

## 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: Work Zone Safety Inc.	Vendor#: 39331	Dept: Division of Transportation	Division: Accounts Payable
Attn: Heather McClusky	Email: heather@workzonesafetyinc.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 17051 Gaylord Road	City: Crest Hill	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60403	State: IL	Zip: 60187
Phone: 815-834-0429	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Work Zone Safety Inc.	Vendor#: 39331	Dept: Division of Transportation	Division: Hwy Maintenance
Attn:	Email:	Attn: Jason Walsh	Email: jason.walsh@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6925	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 8, 2026	Contract End Date (PO25): Nov 30, 2026

**Purchase Requisition Line Details**

LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/Activity Code	Unit Price	Extension
1	3	EA	WTSP55-LSAC	(3) Wanco Folding Frame Arrow Boards w/25 Light LED Trailers	FY26	1500	3510	52000		5,874.00	17,622.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 17,622.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver (3) Wanco Folding Frame Arrow Boards for DOT.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Heather McClusky, Jason Walsh, David Koehler, Mike Figuray and Roula Eikosidekas.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. FY26 Capital Purchase.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.