



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#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$80,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/17/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$160,000.00
	CURRENT TERM TOTAL COST: \$80,000.00	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: AT&T	VENDOR #: 10008	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Jane Holt	VENDOR CONTACT PHONE: (630) 280-9896	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: kt2324@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. This contract is for two (2) years.			
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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
RENEWAL OF RFP	

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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. RFP #21-104-IT was issued requesting proposals for Telecommunications and Internet services to include analog business lines and circuits used throughout the Public Works Department. Three vendor responses were received and AT&T was selected as the vendor of choice based on cost and minimized risk to business continuity.
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. Staff recommends AT&T for analog services ensuring business continuity maintaining needed connectivity to various agency facilities across the County. 2. Do not contract with AT&T and go back out for bid. Not recommended due to the history and lines currently being with AT&T. 3. Do not award and remove all pots lines. Not recommended due to the need in Public Works Facilities for POTS lines.

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	Vendor#: 10008	Dept: DuPage County Public Works	Division: Public Works
Attn: Jane Holt	Email: kt2324@att.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 20 N. Main Street	City: Lombard	Address: 7900 S. Route 53	City: Woodridge
State: Illinois	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: Illinois	Zip: 60188	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 24, 2026	Contract End Date (PO25): Feb 16, 2028
Contract Administrator (PO25): Drew Cormican			

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		AT&T Analog and Circuit Lines	FY26	2000	2555	53250		10,000.00	10,000.00
2	1	EA		AT&T Analog and Circuit Lines	FY26	2000	2665	53250		15,000.00	15,000.00
3	1	EA		AT&T Analog and Circuit Lines	FY26	2000	2640	53250		2,500.00	2,500.00
4	1	EA		AT&T Analog and Circuit Lines	FY27	2000	2555	53250		10,000.00	10,000.00
5	1	EA		AT&T Analog and Circuit Lines	FY27	2000	2665	53250		15,000.00	15,000.00
6	1	EA		AT&T Analog and Circuit Lines	FY27	2000	2640	53250		2,499.00	2,499.00
7	1	EA		AT&T Analog and Circuit Lines	FY28	2000	2555	53250		10,000.00	10,000.00
8	1	EA		AT&T Analog and Circuit Lines	FY28	2000	2665	53250		15,000.00	15,000.00
9	1	EA		AT&T Analog and Circuit Lines	FY28	2000	2640	53250		1.00	1.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 80,000.00

<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