



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

Handwritten initials and signatures:
 EJD
 KBC
 SMT

SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: Utility	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$74,185.34
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 05/05/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$74,185.34
	CURRENT TERM TOTAL COST: \$74,185.34	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: ComEd	VENDOR #: 10023	DEPT: Division of Transportation	DEPT CONTACT NAME: Stephen Travia
VENDOR CONTACT: Michael Widhalm	VENDOR CONTACT PHONE: 779-231-3099	DEPT CONTACT PHONE #: 6900	DEPT CONTACT EMAIL: stephen.travia@dupagecounty.gov
VENDOR CONTACT EMAIL:	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.). Purchase order to furnish and install electric facilities and equipment to serve the Division of Transportation Highway Maintenance building located at 523 N. County Farm Road, section number 25-00179-36-MG, and the associated improvements at the Fairgrounds site.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished ComEd is providing the required electrical engineering, and will be furnishing, installing, and placing into operation, the new electrical service connection to the 523 Building (DOT Maintenance Facility), the lighting for the new green space at the Fairgrounds, and the new washroom building. The work includes new required electrical equipment, not limited to, poles, transformers, splice boxes, pads, and cable.			

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			
Send Purchase Order To:		Send Invoices To:	
Vendor: ComEd	Vendor#: 10023	Dept: Division of Transportation	Division: Finance
Attn: Glenbard Office	Email:	Attn: DOT Finance	Email: DOTFinance@dupagecounty.gov
Address: 1N423 Swift Road	City: Lombard	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60148	State: IL	Zip: 60187
Phone: 779-231-2796	Fax:	Phone:	Fax:
Send Payments To:		Ship to:	
Vendor: ComEd	Vendor#: 10023	Dept:	Division:
Attn: Glenbard Office	Email:	Attn:	Email:
Address: 1N423 Swift Road	City: Lombard	Address:	City:
State: IL	Zip: 60148	State:	Zip:
Phone: 779-231-2796	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 12, 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	1	EA		Electricity Equipment Instll	FY26	1500	3510	53210		74,185.34	74,185.34
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 74,185.34

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Purchase order to furnish and install electric facilities and equipment to serve the Division of Transportation Highway Maintenance building located at 523 N. County Farm Road, section number 25-00179-36-MG.
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. Send copy of PO to DOTFinance@dupagecounty.gov and Joan.McAvoy@dupagecounty.gov
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.