



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#: 26-0816	RFP, BID, QUOTE OR RENEWAL #: #26-021-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$75,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 03/03/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$300,000.00
	CURRENT TERM TOTAL COST: \$75,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Elmhurst Chicago Stone, LLC	VENDOR #: 10031	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: James Jones	VENDOR CONTACT PHONE: 630-449-3730	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: jonesj@ecstone.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-38	
<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.). Recommendation for the approval of a contract to Elmhurst Chicago Stone, LLC., to provide Portland Cement Concrete on an as-needed basis for the Division of Transportation and Department of Public Works, for the period of April 1, 2026 through March 31, 2027, for a combined contract total not to exceed \$75,000.00 (Division of Transportation \$50,000 / Public Works \$25,000); per lowest responsible bid #26-021-DOT, this contract may be subject to three one-year renewals upon mutual agreement.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Portland Cement Concrete is necessary to repair curb and gutter, storm drains, and sidewalks that directly affect drainage, pedestrian safety, and ADA compliance.			

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. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
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: Elmhurst Chicago Stone, LLC	Vendor#: 10031	Dept: Division of Transportation	Division: Accounts Payable
Attn: James Jones	Email: jonesj@ecstone.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 400 West First Street	City: Elmhurst	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60126	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Elmhurst Chicago Stone, LLC	Vendor#: 10031	Dept: Division of Transportation	Division: Hwy Maintenance
Attn:	Email:	Attn: Dominic Novak	Email: dominic.novak@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6926	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2026	Contract End Date (PO25): Mar 31, 2027

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 - Portland Cement Concrete	FY26	1500	3510	52270		49,000.00	49,000.00
2	1	EA		DOT - Portland Cement Concrete	FY27	1500	3510	52270		1,000.00	1,000.00
3	1	EA		PW - Portland Cement Concrete	FY26	2000	2665	52270		10,000.00	10,000.00
4	1	EA		PW - Portland Cement Concrete	FY26	2000	2640	52270		2,500.00	2,500.00
5	1	EA		PW - Portland Cement Concrete	FY27	2000	2665	52270		10,000.00	10,000.00
6	1	EA		PW - Portland Cement Concrete	FY27	2000	2640	52270		2,500.00	2,500.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 75,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To provide Portland Cement Concrete for DOT & PW.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: James Jones, Dominic Novak, David Koehler, Mike Figuray, Roula Eikosidekas and Drew Cormican.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Elmhurst Chicago Stone will apply a fuel surcharge when diesel prices reach or exceeds \$3.75/gallon in the Chicago Metro Area.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.