



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$20,529.91
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 07/11/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$20,529.91
	CURRENT TERM TOTAL COST: \$20,529.91	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: StreetLogic Pro, Inc. dba Spack Solutions	VENDOR #: 30902	DEPT: Division of Transportation	DEPT CONTACT NAME: William Eidson
VENDOR CONTACT: Connor Lanahan	VENDOR CONTACT PHONE: 952-412-1945	DEPT CONTACT PHONE #: 630-407-6900	DEPT CONTACT EMAIL: william.eidson@dupageco.org
VENDOR CONTACT EMAIL: clanahan@spacksolutions.com	VENDOR WEBSITE: www.SpackSolutions.com	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.). One time purchase of traffic counting video cameras and equipment for the Division of Transportation.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This equipment will be used to conduct traffic counts along DuPage County Right of Ways. Traffic counts are used to identify and monitor which roads/routes are used the most and to either improve roads or provide alternatives in excessive traffic areas.			

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.
SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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. MANUFACTURER
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. Traffic Video Camera System Equipment including countCams, countSticks, Booster Packs, and powerBanks.
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. The last time the market was tested for this type of equipment was 2018. The Division of Transportation currently has 23 of the Spack traffic camera systems. Because there are a limited number of vendors which equipment and software is familiar to the DOT and provides the necessary data to meet the DOT's needs, it is in the best interest of the DOT to continue using this video camera system.
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: StreetLogic Pro, Inc. dba Spack Solutions	Vendor#: 30902	Dept: Division of Transportation	Division: Finance
Attn: Connor Lanahan	Email: help@spacksolutions.com	Attn: DOT Finance	Email: DOTFinance@dupageco.org
Address: 1859 Eucalyptus Hill Road	City: Santa Barbara	Address: 421 N. County Farm Road	City: Wheaton
State: CA	Zip: 93108	State: IL	Zip: 60187
Phone: 952-412-1945	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as above	Vendor#:	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 11, 2023	Contract End Date (PO25): Nov 30, 2023
Contract Administrator (PO25): Kathleen Black Curcio			

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		Video Camera Traffic Counting Equipment	FY23	1500	3500	52000		20,529.91	20,529.91
FY is required, assure the correct FY is selected.										Requisition Total	\$ 20,529.91

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. One time purchase of traffic counting video cameras and equipment for the Division of Transportation.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Please send PO to DOTFinance@dupageco.org
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