



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#: 26-1135	RFP, BID, QUOTE OR RENEWAL #: TIPS Contract RCSP #230104	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$100,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 04/21/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$100,000.00
	CURRENT TERM TOTAL COST: \$100,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Safe Step LLC	VENDOR #: 46191	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Philip Sitton	VENDOR CONTACT PHONE: 331-444-4822	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: philip@notrippin.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-50	
<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 purchase order to Safe Step LLC., to provide sidewalk saw cutting on an as-needed basis for the Division of Transportation, for the period May 1, 2026 through April 30, 2027, for a total contract value not to exceed \$100,000.00; contract pursuant to the intergovernmental cooperation act (TIPS Contract RCSP #230104).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Sidewalk saw cutting is a cost-effective and efficient method for eliminating trip hazards, minimizing the risk of injuries and potential liability claims, and ensuring accessibility for all users in accordance with the County's adopted ADA Transition Plan.			

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 TIPS Contract RCSP #230104.
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 Safe Step LLC., using the TIPS Contract RCSP #230104. 2. Request bids. 3. Status quo.

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: Safe Step LLC	Vendor#: 46191	Dept: Division of Transportation	Division: Accounts Payable
Attn: Philip Sitton	Email: philip@notrippin.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 130 Industrial Park Ave.	City: Hortonville	Address: 421 N. County Farm Road	City: Wheaton
State: WI	Zip: 54944	State: IL	Zip: 60187
Phone: 331-444-4822	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Safe Step LLC	Vendor#: 46191	Dept: Division of Transportation	Division: Hwy Maintenance
Attn:	Email:	Attn: Dominic Novak	Email: dominic.novak@dupagecounty.gov
Address: PO Box 411	City: Hortonville	Address: 140 N. County Farm Road	City: Wheaton
State: WI	Zip: 54944	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): May 1, 2026	Contract End Date (PO25): Apr 30, 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		Sidewalk Saw Cutting	FY26	1500	3510	53320		99,000.00	99,000.00
2	1	EA		Sidewalk Saw Cutting	FY27	1500	3510	53320		1,000.00	1,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 100,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To provide sidewalk saw cutting for DuPage County DOT Jurisdictions.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Philip Sitton, David Koehler, Dominic Novak, Roula Eikosidekas and Mike Figuray.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. - \$45.53 per inch/ft cut.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.