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 #: State of Illinois Master Contra	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: $34,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/18/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $34,000.00
	CURRENT TERM TOTAL COST: $34,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:

Vendor Information		Department Information	
VENDOR: Verizon Wireless	VENDOR #: 10597	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Rob Pietrini	VENDOR CONTACT PHONE: 630-940-7453	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: Sean.Reese@dupageco.org
VENDOR CONTACT EMAIL: robert.pietrini@verizonwireless.com	VENDOR WEBSITE:	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.). Wireless services per the State of Illinois Master Contract #CMS793372P
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Many remote Public Works facilities, such as lift stations, well houses, treatment plants, etc., are using Verizon specific cellular devices (modems, routers) for monitoring, control, and alarming. We also have tablets and other devices specific to Verizon that are used by staff to allow for mobile accessibility.

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. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (D) IT/TELECOM PURCHASES UNDER $35,000.00
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.
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: Verizon Wireless	Vendor#: 10597	Dept: DuPage County Public Works	Division: Public Works
Attn: Rob Pietrini	Email: robert.pietrini@verizonwireless.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 1515 E. Woodfield Road, Suite 1400	City: Schaumberg	Address: 7900 S. Route 53	City: Woodridge
State: Illinois	Zip: 60173	State: Illinois	Zip: 60517
Phone: 630-800-0768	Fax:	Phone: 630-985-7400	Fax: 630-985-4802
Send Payments To:		*Ship to:*	
Vendor: Verizon Wireless	Vendor#: 10597	Dept: SAME AS ABOVE	Division:
Attn:	Email:	Attn:	Email:
Address: P.O. Box 25505	City: Lehigh Valley	Address:	City:
State: Pennsylvania	Zip: 18002-5505	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 25, 2023	Contract End Date (PO25): Oct 2, 2025
Contract Administrator (PO25): Amy Arlowe/Sandra Martinez			

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		Wireless services per State of Illinois Master Contract #CMS793372P	FY23	2000	2665	53260		2,400.00	2,400.00
2	1	EA			FY23	2000	2555	53260		3,600.00	3,600.00
3	1	EA			FY23	2000	2640	53260		2,000.00	2,000.00
4	1	EA			FY24	2000	2665	53260		4,500.00	4,500.00
5	1	EA			FY24	2000	2555	53260		6,200.00	6,200.00
6	1	EA			FY24	2000	2640	53260		3,300.00	3,300.00
7	1	EA			FY25	2000	2665	53260		3,700.00	3,700.00
8	1	EA			FY25	2000	2555	53260		5,300.00	5,300.00
9	1	EA			FY25	2000	2640	53260		3,000.00	3,000.00
FY is required, assure the correct FY is selected.										Requisition Total	$ 34,000.00

Comments	
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