



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#: 25-2284	RFP, BID, QUOTE OR RENEWAL #: Sole Source	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$120,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$120,000.00
	CURRENT TERM TOTAL COST: \$120,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: K-Tech Specialty Coatings, LLC	VENDOR #: 27558	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Denver Preston	VENDOR CONTACT PHONE: 260-587-9113	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: dpreston@ktechcoatings.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-68	

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.).

Recommendation for the approval of a contract purchase order to K-Tech Specialty Coatings, LLC., to furnish and deliver deicing liquid "Beet Heet" on an as-needed basis for the Division of Transportation, for the period November 1, 2025 through October 31, 2026, for a contract total not to exceed \$120,000.00; per 55 ILCS 5/5-1022 (c) not suitable for competitive bids - (sole source).

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

These products are used by highway maintenance teams to treat bulk rock salt, improving its effectiveness during winter operations. This treatment enhances the salt's melting capabilities, helping to manage snow and ice on roads and ensuring safer driving conditions during winter weather.

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

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. SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES
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. Beet Heet is a proprietary blend of organic-based, corrosion-inhibiting liquid deicers. It contains a highly refined carbohydrate concentrate, and is a ready-to-use. It can be mixed with salt brine to create a cost-effective, high-performance salt pre-wetting agent or a direct application deicer/anti-icer.
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. Attached is the letter dated 9/8/2025 stating that K-Tech Specialty Coatings is the sole developer, manufacturer, and distributor of Beet Heet Concentrate.
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. Beet Heet Concentrate is a proprietary product that is protected and licensed under Patent No. 6,582,622 owned by Sears Ecological Applications Co., LLC and locally distributed through K-Tech Specialty Coatings, LLC

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: K-Tech Specialty Coatings, LLC	Vendor#: 27558	Dept: Division of Transportation	Division: Accounts Payable
Attn: Denver Preston	Email: dpreston@ktechcoatings.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: PO Box 428	City: Ashley	Address: 421 N. County Farm Road	City: Wheaton
State: IN	Zip: 46705	State: IL	Zip: 60187
Phone: 260-587-9113	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: K-Tech Specialty Coatings, LLC	Vendor#: 27558	Dept: Division of Transportation	Division: Highway 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): Nov 1, 2025	Contract End Date (PO25): Oct 31, 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		Deicing Liquid "Beet Heet"	FY25	1500	3510	52270		20,000.00	20,000.00
2	1	EA		Deicing Liquid "Beet Heet"	FY26	1500	3510	52270		100,000.00	100,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 120,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver deicing liquid "beet heet" for the DOT maintenance on as-needed basis.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Denver Preston, Kimberly Smith (ksmith@ktechcoatings.com), Dominic Novak, David Koehler, Roula Eikosidekas and Mike Figuray.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. see above.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.