

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#: 25-2828	RFP, BID, QUOTE OR RENEWAL #: #25-114-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$40,000.00		
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 12/02/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$160,000.00		
	CURRENT TERM TOTAL COST: \$40,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM		
Vendor Information		Department Information			
VENDOR: Clean Harbors Environmental Services Inc.	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas		
VENDOR CONTACT: Kendrick Harrison	VENDOR CONTACT PHONE: 312-550-2820	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty. gov		
VENDOR CONTACT EMAIL: kendrick.harrison@safety-kleen.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-08			

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 to Clean Harbors Environmental Services, for the provision of Hazardous Material Testing, Disposal and Emergency Services for the Division of Transportation and Stormwater Management on an as-needed basis, for the period of January 1, 2026 through December 31, 2026, for a combined contract total not to exceed 30,000.00 (Division of Transportation \$30,000 / Stormwater Management \$10,000); per renewal option under bid award #25-114-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

To meet all USEPA & IEPA requirements for testing, disposal and emergency services.

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 R	Requisition Informat	ion			
Send Pur	chase Order To:	Send Invoices To:				
Vendor: Clean Harbors Environmental Gervices Inc. Vendor#: Dept: Division of		Dept: Division of Transportation	Division: Accounts Payable			
Attn:	Email:	Attn: Email:				
Kendrick Harrison	kendrick.harrison@safety-kleen.com	n Kathy Curcio DOTFinance@dupageco				
Address:	City:	Address:	City:			
42 Longwater Drive	Norwell	421 N. County Farm Road	Wheaton			
State:	Zip:	State: Zip:				
MA	02061	IL	60187			
Phone:	Fax:	Phone:	Fax:			
312-550-2820		630-407-6900				
Send I	Payments To:	Ship to:				
Vendor: Clean Harbors Environmental Services Inc.	Vendor#:	Dept: Division of Transportation	Division: Hwy Maintenance			
Attn:	Email:	Attn: Jason Walsh	Email: jason.walsh@dupagecounty.gov			
Address:	City:	Address:	City:			
PO Box 75373-4867	Dallas	140 N. County Farm Road	Wheaton			
State:	Zip:	State:	Zip:			
TX	75373-4867	IL	60187			
Phone:	Fax:	Phone:	Fax:			
		630-407-6925				
Shipping		Contract Dates				
Payment Terms:	FOB:	Contract Start Date (PO25):	Contract End Date (PO25):			
PER 50 ILCS 505/1	Destination	Jan 1, 2026 Dec 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		DOT - Hazardous Material Testing, Disposal & Emergency Services	FY26	1500	3510	53830		29,000.00	29,000.00
2	1	EA		DOT - Hazardous Material Testing, Disposal & Emergency Services	FY27	1500	3510	53830		1,000.00	1,000.00
3	1	EA		SWM- Hazardous Material Testing, Disposal & Emergency Services	FY26	1600	3000	53830		9,000.00	9,000.00
4	1	EA		SWM - Hazardous Material Testing, Disposal & Emergency Services	FY27	1600	3000	53830		1,000.00	1,000.00
FY is required, ensure the correct FY is selected. Requisition Total					\$ 40,000.00						

Comments				
HEADER COMMENTS Provide comments for P020 and P025.				
	For the provision of Hazardous Material Testing, Disposal and Emergency Services for the DOT and Stormwater on an 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: Kendrick Harrison, Mary Beth Falsey, Jason Walsh, 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.			