Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

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 Requisition Information

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Clean Harbors Environmental Services Inc.	Vendor#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: Kendrick Harrison	Email: kendrick.harrison@safety-kleen.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 42 Longwater Drive	City: Norwell	Address: 421 N. County Farm Road	City: Wheaton
State: MA	Zip: 02061	State: IL	Zip: 60187
Phone: 312-550-2820	Fax:	Phone: 630-407-6900	Fax:
Send 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: PO Box 75373-4867	City: Dallas	Address: 140 N. County Farm Road	City: Wheaton
State: TX	Zip: 75373-4867	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6925	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 1, 2026	Contract End Date (PO25): 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.