



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: <b>26-1134</b>	RFP, BID, QUOTE OR RENEWAL #: <b>#25-041-DOT</b>	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$20,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 04/21/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$80,000.00
	CURRENT TERM TOTAL COST: \$20,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Lightle Enterprises of Ohio LLC	VENDOR #: 39597	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Samantha Wilson	VENDOR CONTACT PHONE: 740-998-5363	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: samantha@lightleenterprises.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-52	
<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 to Lightle Enterprises of Ohio LLC., to furnish and deliver Traffic Control Devices for the Division of Transportation on an as-needed basis, for the period June 1, 2026 through January 31, 2027, for a total contract value not to exceed \$20,000.00; per lowest responsible bid #25-041-DOT, first of three options to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Traffic control devices ensure work zone protection for DuPage County staff and maintain safe roadways for the motoring public.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. RENEWAL
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

<b>SECTION 3: DECISION MEMO</b>	
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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Lightle Enterprises of Ohio LLC	Vendor#: 39597	Dept: Division of Transportation	Division: Accounts Payable
Attn: Samantha Wilson	Email: samantha@lightleenterprises.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: PO Box 329	City: Franfort	Address: 421 N. County Farm Road	City: Wheaton
State: OH	Zip: 45628	State: IL	Zip: 60187
Phone: 740-998-5363	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Lightle Enterprises of Ohio LLC	Vendor#: 39597	Dept: Division of Transportation	Division: Sign Shop
Attn: Hedi Cunningham	Email: hcunningham@lightleenterprises.com	Attn: John Gavurnik	Email: john.gavurnik@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone: 740-998-5363	Fax:	Phone: 630-407-6936	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 1, 2026	Contract End Date (PO25): Jan 31, 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		Traffic Control Devices	FY26	1500	3510	52270		10,000.00	10,000.00
2	1	EA		Traffic Control Devices	FY27	1500	3510	52270		10,000.00	10,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 20,000.00

<i>Comments</i>	
HEADER COMMENTS	<p>Provide comments for P020 and P025.</p> <p>To furnish and deliver traffic control devices on an as-needed basis for the DOT Sign Shop.</p>
SPECIAL INSTRUCTIONS	<p>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</p> <p>Email Approved PO to: Samantha Wilson, Hedi Cunningham, Ed Morgan, John Gavurnik, David Koehler, Roula Eikosidekas and Mike Figuray.</p>
INTERNAL NOTES	<p>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</p> <p>see above.</p>
APPROVALS	<p>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</p>