



**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#:	RFP, BID, QUOTE OR RENEWAL #: Sole Source	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$36,052.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 05/21/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$36,052.00
	CURRENT TERM TOTAL COST: \$36,052.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Traffic Control Corporation	VENDOR #: 26422	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Mitch Bright	VENDOR CONTACT PHONE: 630-248-2439	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: mb@tcc1.com	VENDOR WEBSITE:	DEPT REQ #: 24-1500-44	
<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.). Annual subscription for advanced traffic management software (ATMS), Centracs SMA, Premier for remote communication with the County central signal system effective July 1, 2024 through June 30, 2025, per quote #656396 - sole source.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The software is used to observe and improve traffic flow, collect traffic data, monitor hardware conditions and recommend preventative maintenance as part of the County's commitment to state of good repair, motorist and pedestrian safety, and environmental stewardship.			

**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**

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

<b>JUSTIFICATION</b>	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
<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.  This is a proprietary software manufactured and licensed by Econolite, and sold exclusively through the local distributor, Traffic Control Corporation. The initial selection followed the federal systems engineering process and was approved by IDOT, FHWA, and the DuPage County Board. That selection process included review of a variety of applications from which Centracs ATMS was selected. Traffic Control Corporation is the only approved source in Illinois to sell the Econolite products.
<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.  See sole source letter attached.
<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.  Traffic Control Corporation in Woodridge, IL is the sole authorized Econolite distributor for the State of Illinois.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Traffic Control Corporation	Vendor#: 26422	Dept: Division of Transportation	Division: Accounts Payable
Attn: Mitch Bright	Email: mb@tcc1.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 10435 Argonne Woods Drive	City: Woodridge	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60517	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Traffic Control Corporation	Vendor#:	Dept: Division of Transportation	Division: Fleet
Attn:	Email:	Attn: Stephen Zulkowski	Email: stephen.zulkowski@dupagecounty.gov
Address: same as above.	City:	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6885	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 1, 2024	Contract End Date (PO25): Jun 30, 2025
Contract Administrator (PO25): Roula Eikosidekas			

**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		Centracs (ATMS) Software MNTC & Support SVC	FY24	1500	3500	53807		36,052.00	36,052.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 36,052.00

<i>Comments</i>	
HEADER COMMENTS	<p>Provide comments for P020 and P025.</p> <p>Annual subscription for advanced traffic management software (ATMS), Centracs SMA, Premier for remote communication with the County central signal system effective July 1, 2024 through June 30, 2025 - sole source.</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: Mitch Bright, Stephen Zulkowski, Maryann Sioson (maryann.sioson@dupagecounty.gov) and William Bell (william.bell@dupagecounty.gov).</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>

The following documents have been attached:  W-9  Vendor Ethics Disclosure Statement