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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 26-0121	RFP, BID, QUOTE OR RENEWAL #: #25-113-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: $115,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 01/06/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $460,000.00
	CURRENT TERM TOTAL COST: $115,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: MD Solutions	VENDOR #: 26307	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Neil Louy	VENDOR CONTACT PHONE: 614-873-2222	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: neil@md-signs.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-11	

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 MD Solutions, to furnish and deliver reflective sheeting rolled goods for the DOT Sign Shop on an as-needed basis, for the period February 1, 2026 through January 31, 2027, for a contract total not to exceed $115,000.00; per lowest responsible bid #25-113-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

The primary function of the DOT Sign Shop is to ensure that signs are erected and maintained along County highways and trails. Rolled goods are the reflective sheeting applied to aluminum sign blanks, which provide reflectivity and enhance visibility.

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: MD Solutions	Vendor#: 26307	Dept: Division of Transportation	Division: Accounts Payable
Attn: Neil Louy	Email: neil@md-signs.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 8225 Estates Parkway	City: Plain City	Address: 421 N. County Farm Road	City: Wheaton
State: CH	Zip: 43064	State: IL	Zip: 60187
Phone: 614-873-2222	Fax:	Phone: 630-407-6900	Fax:
Send Payments To:		*Ship to:*	
Vendor: MD Solutions	Vendor#: 26307	Dept: Division of Transportation	Division: Sign Shop
Attn:	Email:	Attn: Ed Morgan	Email: ed.morgan@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6927	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 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		Reflective Sheeting Rolled Goods	FY26	1500	3510	52200		15,000.00	15,000.00
2	1	EA		Reflective Sheeting Rolled Goods	FY27	1500	3510	52200		100,000.00	100,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 115,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver reflective sheeting rolled goods for the DOT Sign Shop.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Neil Louy, Ed Morgan, 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.