



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2046	RFP, BID, QUOTE OR RENEWAL #: 22-099-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$96,320.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 09/16/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$363,960.00
	CURRENT TERM TOTAL COST: \$96,320.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
Vendor Information		Department Information	
VENDOR: SNI Solutions, Inc.	VENDOR #: 12626	DEPT: Facilities Management	DEPT CONTACT NAME: Connor Michalek
VENDOR CONTACT: Mike Bellovics	VENDOR CONTACT PHONE: 888-840-5564	DEPT CONTACT PHONE #: 630-432-1502	DEPT CONTACT EMAIL: connor.michalek@dupagecounty.gov
VENDOR CONTACT EMAIL: mike@snisolutions.com	VENDOR WEBSITE:	DEPT REQ #:	
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 SNI Solutions, Inc., to furnish and deliver Deicing Solids (22) Eco Salt, for Facilities Management - Grounds, for the period November 1, 2025 through October 31, 2026 for a contract total amount not to exceed \$96,320 per renewal option under bid award #22-099-FM. Third and final option to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Product used by grounds maintenance to deice sidewalks, parking decks, and paver parking areas around the County campus.			

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.
RENEWAL	
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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: SNI Solutions, Inc.	Vendor#: 12626	Dept: Facilities Management	Division:
Attn: Mike Bellovics	Email: mike@snisolutions.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 205 N. Stewart Street	City: Geneseo	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 61254	State: IL	Zip: 60187
Phone: 888-840-5564	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SNI Solutions, Inc.	Vendor#: 12626	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Antonio Sammarco	Email: antonio.sammarco@dupagecounty.gov
Address: 205 N. Stewart Street	City: Geneseo	Address: 170 N. County Farm Road	City: Wheaton
State: IL	Zip: 61254	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 1, 2025	Contract End Date (PO25): Oct 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	LO		Deicing Solids (22) Eco Salt (1-Ton Super Sacks w/X-22)	FY25	1000	1102	52270		24,640.00	24,640.00
2	1	LO		Deicing Solids (22) Eco Salt (1-Ton Super Sacks w/X-22)	FY26	1000	1102	52270		71,680.00	71,680.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 96,320.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and Deliver Deicing Solids (22) Eco Salt, for Facilities Management - Grounds
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Clara Gomez, and Connor Michalek.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 09/16/25 County Board: 09/23/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.