



**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>26-0815</b>                   | RFP, BID, QUOTE OR RENEWAL #: <b>#26-021-DOT</b> | INITIAL TERM WITH RENEWALS:<br>1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST:<br>\$144,000.00                  |
| COMMITTEE:<br>TRANSPORTATION               | TARGET COMMITTEE DATE:<br>03/03/2026             | PROMPT FOR RENEWAL:<br>3 MONTHS                             | CONTRACT TOTAL COST WITH ALL RENEWALS:<br>\$576,000.00    |
|  | CURRENT TERM TOTAL COST:<br>\$144,000.00         | MAX LENGTH WITH ALL RENEWALS:<br>FOUR YEARS                 | CURRENT TERM PERIOD:<br>INITIAL TERM                      |
| <i>Vendor Information</i>                  |  | <i>Department Information</i>                               |   |
| VENDOR:<br>K-Five Construction Corporation | VENDOR #:<br>10843                               | DEPT:<br>Division of Transportation                         | DEPT CONTACT NAME:<br>Roula Eikosidekas                   |
| VENDOR CONTACT:<br>Brian Gormsen           | VENDOR CONTACT PHONE:<br>630-257-5600            | DEPT CONTACT PHONE #:<br>630-407-6920                       | DEPT CONTACT EMAIL:<br>roula.eikosidekas@dupagecounty.gov |
| VENDOR CONTACT EMAIL:<br>briang@k-five.net | VENDOR WEBSITE:                                  | DEPT REQ #:<br>26-1500-40                                   |   |

| <i>Overview</i>  |
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| <p><b>DESCRIPTION</b> Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.).</p> <p>Recommendation for the approval of a contract to K-Five Construction Corporation., to provide bituminous paving materials in the south east region of the DuPage County on an as-needed basis for the Division of Transportation and Department of Public Works, for the period of April 1, 2026 through March 31, 2027, for a combined contract total not to exceed \$144,000.00 (Division of Transportation \$120,000 / Public Works \$24,000); per lowest responsible bid #26-021-DOT, this contract may be subject to three one-year renewals upon mutual agreement.</p> <p><b>JUSTIFICATION</b> Summarize why this procurement is necessary and what objectives will be accomplished</p> <p>Bituminous Paving Material is essential to maintain safe, drivable roads and keep up with ongoing patching, resurfacing, and emergency repairs throughout the season.</p> |

| <b>SECTION 2: DECISION MEMO REQUIREMENTS</b>   |
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| <p><b>DECISION MEMO NOT REQUIRED</b> Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.</p> <p>LOWEST RESPONSIBLE QUOTE/BID (QUOTE &lt; \$25,000, BID ≥ \$25,000; ATTACH TABULATION)</p> |
| <p><b>DECISION MEMO REQUIRED</b> Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.</p>  |

| <b>SECTION 3: DECISION MEMO</b>            |  |
|--|--|
| <b>SOURCE SELECTION</b>                    | Describe method used to select source.   |
| <b>RECOMMENDATION AND TWO ALTERNATIVES</b> | 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:<br>K-Five Construction Corporation     | Vendor#:<br>10843           | Dept:<br>Division of Transportation        | Division:<br>Accounts Payable             |
| Attn:<br>Brian Gormsen                         | Email:<br>briang@k-five.net | Attn:<br>Kathy Curcio                      | Email:<br>DOTFinance@dupagecounty.gov     |
| Address:<br>999 Oakmont Plaza Drive, Suite 200 | City:<br>Westmont           | Address:<br>421 N. County Farm Road        | City:<br>Wheaton                          |
| State:<br>IL                                   | Zip:<br>60559               | State:<br>IL                               | Zip:<br>60187                             |
| Phone:<br>630-257-5600                         | Fax:                        | Phone:<br>630-407-6900                     | Fax:                                      |
| <i>Send Payments To:</i>                       |                             | <i>Ship to:</i>                            |   |
| Vendor:<br>K-Five Construction Corporation     | Vendor#:<br>10843           | Dept:<br>Division of Transportation        | Division:<br>Hwy Maintenance              |
| Attn:<br>Gina Portschy                         | Email:<br>ginap@k-five.net  | Attn:<br>Dominic Novak                     | Email:<br>dominic.novak@dupagecounty.gov  |
| Address:<br>999 Oakmont Plaza Drive, Suite 200 | City:<br>Westmont           | Address:<br>140 N. County Farm Road        | City:<br>Wheaton                          |
| State:<br>IL                                   | Zip:<br>60559               | State:<br>IL                               | Zip:<br>60187                             |
| Phone:<br>630-257-5600                         | Fax:                        | Phone:<br>630-407-6926                     | Fax:                                      |
| <b>Shipping</b>                                |                             | <b>Contract Dates</b>                      |   |
| Payment Terms:<br>PER 50 ILCS 505/1            | FOB:<br>Destination         | Contract Start Date (PO25):<br>Apr 1, 2026 | Contract End Date (PO25):<br>Mar 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  |                         | DOT - Bituminous Paving Materials (South East Region) | FY26 | 1500    | 3510 | 52270     |                         | 119,000.00        | 119,000.00    |
| 2   | 1   | EA  |                         | DOT - Bituminous Paving Materials (South East Region) | FY27 | 1500    | 3510 | 52270     |                         | 1,000.00          | 1,000.00      |
| 3   | 1   | EA  |                         | PW - Bituminous Paving Materials (South East Region)  | FY26 | 2000    | 2665 | 52270     |                         | 10,000.00         | 10,000.00     |
| 4   | 1   | EA  |                         | PW - Bituminous Paving Materials (South East Region)  | FY26 | 2000    | 2640 | 52270     |                         | 10,000.00         | 10,000.00     |
| 5   | 1   | EA  |                         | PW - Bituminous Paving Materials (South East Region)  | FY27 | 2000    | 2665 | 52270     |                         | 2,000.00          | 2,000.00      |
| 6   | 1   | EA  |                         | PW - Bituminous Paving Materials (South East Region)  | FY27 | 2000    | 2640 | 52270     |                         | 2,000.00          | 2,000.00      |
| <b>FY is required, ensure the correct FY is selected.</b> |     |     |                         |   |      |         |      |           |                         | Requisition Total | \$ 144,000.00 |

| <i>Comments</i>      |  |
|----------------------|--|
| HEADER COMMENTS      | Provide comments for P020 and P025.<br><br>To provide bituminous paving materials for the (south east region) of the DuPage County.  |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.<br><br>Email Approved PO to: Brian Gormsen, Dominic Novak, David Koehler, Roula Eikosidekas, Mike Figuray and Drew Cormican. |
| INTERNAL NOTES       | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.<br><br>see above.  |
| APPROVALS            | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.   |