



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

48

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2052	RFP, BID, QUOTE OR RENEWAL #: Utility	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$526,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 09/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$526,000.00
	CURRENT TERM TOTAL COST: \$526,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: ComEd	VENDOR #: 10023	DEPT: Division of Transportation	DEPT CONTACT NAME: Stephen Zulkowski
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 6900	DEPT CONTACT EMAIL: stephen.zulkowski@dupagecounty.gov
VENDOR CONTACT EMAIL:	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.). Electric utility distribution services as needed for the Division of Transportation, not to exceed \$526,000.00 for the period October 1, 2025 through September 30, 2029.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Electric utility distribution services are required to power DOT traffic signals and street lights.			

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.
PUBLIC UTILITY	
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: ComEd	Vendor#: 10023	Dept: Division of Transportation	Division: Finance
Attn:	Email:	Attn: DOT Finance	Email: DOTFinance@dupagecounty.gov
Address: PO Box 6111/6112	City: Carol Stream	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60197	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: same as above	Vendor#:	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 1, 2025	Contract End Date (PO25): Sep 30, 2029

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 - Electric Utility Distribution Service FY25	FY25	1500	3500	53210		20,000.00	20,000.00
2	1	EA		DOT - Electric Utility Distribution Service FY26	FY26	1500	3500	53210		130,000.00	130,000.00
3	1	EA		DOT - Electric Utility Distribution Service FY27	FY27	1500	3500	53210		130,000.00	130,000.00
4	1	EA		DOT - Electric Utility Distribution Service FY28	FY28	1500	3500	53210		130,000.00	130,000.00
5	1	EA		DOT - Electric Utility Distribution Service FY29	FY29	1500	3500	53210		110,000.00	110,000.00
6	1	EA		Century Hill - Electric Utility Distribution Service FY25	FY25	1500	3630	53210		500.00	500.00
7	1	EA		Century Hill - Electric Utility Distribution Service FY26	FY26	1500	3630	53210		1,500.00	1,500.00
8	1	EA		Century Hill - Electric Utility Distribution Service FY27	FY27	1500	3630	53210		1,500.00	1,500.00
9	1	EA		Century Hill - Electric Utility Distribution Service FY28	FY28	1500	3630	53210		1,500.00	1,500.00
10	1	EA		Century Hill - Electric Utility Distribution Service FY29	FY29	1500	3630	53210		1,000.00	1,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 526,000.00

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Electric utility distribution services as needed for the Division of Transportation.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Send copy of PO to DOTFinance@dupagecounty.gov and Joan.McAvoy@dupagecounty.gov
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.