



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 #: #23-057-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$1,331,270.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 05/16/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$5,325,080.00
	CURRENT TERM TOTAL COST: \$1,331,270.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Compass Minerals America Inc.	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Sean Lierz	VENDOR CONTACT PHONE: 800-323-1641 option 2	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: highwaygroup@compassminerals.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-43	
<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.).			
DOT is requesting a purchase order to Compass Minerals, to furnish and deliver Bulk Rock Salt for the (2023 & 2024) winter snow season on as-needed basis. Effective June 1, 2023 through May 31, 2024, for a contract total not to exceed \$1,331,270.00, per low quote #23-057-DOT, this contract is subject to three (3) one-year renewals.			
- \$78.31 @ 17,000/tons. - \$83.31 @ units cost per ton for quantities between 131% and 150% of projected usage.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Bulk Rock Salt is a deicer used for the removal of snow and ice on DuPage County maintained roadways.			

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	
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

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: Compass Minerals America Inc	Vendor#: 20877	Dept: Division of Transportation	Division: Accounts Payable
Attn: Sean Lierz	Email: highwaygroup@compassminerals.com	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: 9900 West 109th St., Suite 100	City: Overland Park	Address: 421 N. County Farm Road	City: Wheaton
State: KS	Zip: 66210	State: IL	Zip: 60187
Phone: 800-323-1641 option 2	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Compass Minerals America Inc	Vendor#:	Dept: Division of Transportation	Division: Hwy Maintenance
Attn: Chantal Tedesco	Email: pinnellc@compassminerals.com	Attn: Jason Walsh	Email: jason.walsh@dupageco.org
Address: PO Box 277043	City: Atlanta	Address: 140 N. County Farm Road	City: Wheaton
State: GA	Zip: 30384	State: IL	Zip: 60187
Phone: 919-344-9284	Fax:	Phone: 630-407-6925	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 1, 2023	Contract End Date (PO25): May 31, 2024
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	1000	EA		Bulk Rock Salt	FY23	1500	3510	52270		78.31	78,310.00
2	16000	EA		Bulk Rock Salt	FY24	1500	3510	52270		78.31	1,252,960.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 1,331,270.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver Bulk Rock Salt for DOT during the (2023 & 2024) winter snow and ice season.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO's to: Sean Lierz, Jason Walsh, David Koehler 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.

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