



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 #: #23-023-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$139,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 03/18/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$566,000.00
	CURRENT TERM TOTAL COST: \$144,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: K-Five Construction Corporation	VENDOR #: 10843	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Brian Gormsen	VENDOR CONTACT PHONE: 630-257-5600	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: briang@k-five.net	VENDOR WEBSITE:	DEPT REQ #: 25-1500-22	

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 K-Five Construction Corporation., to provide bituminous paving materials in the southeast 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, 2025 through March 31, 2026, for a combined contract total not to exceed \$144,000.00 (Division of Transportation \$120,000 / Public Works \$24,000); per renewal option under bid award #23-023-DOT, second of three options to renew.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

For maintenance of the County roads and paths in the southeast region of DuPage County.

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

<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: K-Five Construction Corporation	Vendor#: 10843	Dept: Division of Transportation	Division: Accounts Payable
Attn: Brian Gormsen	Email: briang@k-five.net	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 999 Oakmont Plaza Drive, Suite 200	City: Westmont	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60559	State: IL	Zip: 60187
Phone: 630-257-5600	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: K-Five Construction Corporation	Vendor#: 10843	Dept: Division of Transportation	Division: Hwy Maintenance
Attn: Gina Portschy	Email: ginap@k-five.net	Attn: David Koehler	Email: david.koehler@dupagecounty.gov
Address: 999 Oakmont Plaza Drive, Suite 200	City: Westmont	Address: 140 N. County Farm Road	City: Wheaton
State: IL	Zip: 60559	State: IL	Zip: 60187
Phone: 630-257-5600	Fax:	Phone: 630-407-6926	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2025	Contract End Date (PO25): Mar 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	EA		DOT - Bituminous Paving Materials (southeast Region)	FY25	1500	3510	52270		119,000.00	119,000.00
2	1	EA		DOT - Bituminous Paving Materials (southeast Region)	FY26	1500	3510	52270		1,000.00	1,000.00
3	1	EA		PW - Bituminous Paving Materials (southeast Region)	FY25	2000	2665	52270		10,000.00	10,000.00
4	1	EA		PW - Bituminous Paving Materials (southeast Region)	FY25	2000	2665	52270		10,000.00	10,000.00
5	1	EA		PW - Bituminous Paving Materials (southeast Region)	FY26	2000	2665	52270		2,000.00	2,000.00
6	1	EA		PW - Bituminous Paving Materials (southeast Region)	FY26	2000	2665	52270		2,000.00	2,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 144,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To provide bituminous paving materials for the (southeast region) of the DuPage County.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to Brian Gormsen, David Koehler, Jason Walsh, 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.