



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 #:	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$60,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/18/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$60,000.00
	CURRENT TERM TOTAL COST: \$60,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: 1st Choice Vac Solutions	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Andy Van Bogaert	VENDOR CONTACT PHONE: 630-895-0288	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: avanbogaert@1stchoicevacsolution s.com	VENDOR WEBSITE:	DEPT REQ #:	
<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.). Recommendation for the approval of a contract purchase order to 1st Choice Vac Solutions, for RapidView/IBAK Replacement Parts and Service, for the period of March 25, 2025 to November 30, 2028, for a total contract amount not to exceed \$60,000. Contract pursuant to the Intergovernmental Cooperation Act, per the Sourcwell Agreement Contract Number 120721-RVL.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Public Works Department utilized RapidView components for the televising trucks. These trucks capture issues within our sewer and water lines with specialized equipment provided by RapidView. 1st Choice Vac Solutions is the new sole source provider for RapidView Parts and Service in the Chicagoland region, but is providing pricing dictated by the RapidView Sourcwell Agreement.			

**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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

**SECTION 3: DECISION MEMO**

SOURCE SELECTION	Describe method used to select source. RapidView is the manufacturer of camera equipment and components for the two televising vehicles that are owned by DuPage County Public Works. 1st Choice Vac Solutions is the new sole source distributor of RapidView Parts and Service in the Chicagoland area.
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). 1. Award contract to 1st Choice Vac Solutions for parts and service correlated to the Rapidview/IBAK televising systems. 2. Do not award contract and continue to procure parts and service through RapidView. Not recommended due to the sole source letter provided from RapidView naming 1st Choice Vac Solutions the distributor for the area. 3. Do not award and look for alternate components as needed. Not recommended due to the proprietary technology and reliability of current equipment, as well as cost of repairs and replacement of new equipment.

## 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: 1st Choice Vac Solutions	Vendor#:	Dept: Public Works	Division: Public Works
Attn: Andy Van Bogaert	Email: avanbogaert@1stchoicevacsolution s.com	Attn: Magda Leoida-Padilla	Email: PWaccountspayable@dupagecount y.gov
Address: 1555 Atlantic Drive	City: West Chicago	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60185	State: IL	Zip: 60517
Phone: 630-895-0288	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#: Same as Above	Dept: Same as Above	Division: Same as Above
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 25, 2025	Contract End Date (PO25): Nov 30, 2028

**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		RapidView/IBAK Replacement Parts and Service	FY25	2000	2665	52250		10,000.00	10,000.00
2	1	EA		RapidView/IBAK Replacement Parts and Service	FY25	2000	2665	53300		5,000.00	5,000.00
3	1	EA		RapidView/IBAK Replacement Parts and Service	FY26	2000	2665	52250		10,000.00	10,000.00
4	1	EA		RapidView/IBAK Replacement Parts and Service	FY26	2000	2665	53300		5,000.00	5,000.00
5	1	EA		RapidView/IBAK Replacement Parts and Service	FY27	2000	2665	52250		10,000.00	10,000.00
6	1	EA		RapidView/IBAK Replacement Parts and Service	FY27	2000	2665	53300		5,000.00	5,000.00
7	1	EA		RapidView/IBAK Replacement Parts and Service	FY28	2000	2665	52250		10,000.00	10,000.00
8	1	EA		RapidView/IBAK Replacement Parts and Service	FY28	2000	2665	53300		5,000.00	5,000.00
										<b>Requisition Total</b>	<b>\$ 60,000.00</b>

***FY is required, ensure the correct FY is selected.***

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.
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.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.