



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:	INITIAL TERM TOTAL COST: \$30,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 06/02/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$30,000.00
	CURRENT TERM TOTAL COST: \$30,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Milton Township Highway Department	VENDOR #: 10331	DEPT: Stormwater Mangement	DEPT CONTACT NAME: Jamie Lock
VENDOR CONTACT: Mike Drew	VENDOR CONTACT PHONE: 630-682-4270	DEPT CONTACT PHONE #: 630-407-6705	DEPT CONTACT EMAIL: Jamie.Lock@dupagecounty.gov
VENDOR CONTACT EMAIL: mthd@miltonhighway.com	VENDOR WEBSITE: <a href="https://miltontownship.net/">https://miltontownship.net/</a>	DEPT REQ #: 1600-2616	
<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.). \$30,000.00 - Cost share for the National Street Drainage Improvement Project for an amount not to exceed \$30,000 through an Intergovernmental Agreement with Milton Township Highway Department.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This project will assist with reduction of flooding form multiple surrounding properties.			

**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. IGA (INTERGOVERNMENTAL AGREEMENT)
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: Milton Township Highway Dept	Vendor#: 10331	Dept: Stormwater Management	Division:
Attn: Mike Drew	Email: mthd@miltonhighway.com	Attn: Jamie Lock	Email: Jamie.Lock@dupagecounty.gov
Address: 23w040 Poss Street	City: Wheaton	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60137	State: IL	Zip: 60187
Phone: 630-682-4270	Fax:	Phone: 630-407-6728	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME	Vendor#:	Dept: same	Division:
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): Jun 16, 2026	Contract End Date (PO25): Nov 30, 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		Cost Share for the National Street Drainage Improvement Project	FY26	1600	3000	53830		30,000.00	30,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 30,000.00

*Comments*

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.