



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: \$86,675.10
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: March 3, 2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$111,126.30
	CURRENT TERM TOTAL COST: \$24,451.20	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: AT&T Business	VENDOR #: 10008	DEPT: Stormwater	DEPT CONTACT NAME: Sarah Hunn
VENDOR CONTACT: Dusk Koenig	VENDOR CONTACT PHONE: 630-217-3958	DEPT CONTACT PHONE #: 630-407-6676	DEPT CONTACT EMAIL: Sarah.Hunn@dupagecounty.gov
VENDOR CONTACT EMAIL: dk6756@att.com	VENDOR WEBSITE: att.com	DEPT REQ #: 1600-2608	
<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.). STORMWATER PRIVATE NETWORK FOR COUNTY FLOOD CONTROL FACILITIES 23-027-SWM			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Internet connection for remote operation and monitoring of flood control facilities			

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

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: AT&T Business	Vendor#: 10008	Dept: Stormwater	Division:
Attn: Dusk Koenig	Email: dk6756@att.com	Attn: Sarah Hunn	Email: sarah.hunn@dupagecounty.gov
Address: 225 W. Randolph St.-Z1	City: Chicago	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60606	State: IL	Zip: 60187
Phone: 630-217-3958	Fax:	Phone: 630-407-6676	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: AT&T Business	Vendor#: 10008	Dept: same	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 5019	City: Carol Stream	Address:	City:
State: IL	Zip: 60197-5019	State:	Zip:
Phone: 844-288-6633	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 14, 2026	Contract End Date (PO25): Mar 14, 2027

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		ATT PRIVATE NETWORK	FY26	1600	3000	53250		18,451.20	18,451.20
2	1	EA		ATT PRIVATE NETWORK	FY27	1600	3000	53250		6,000.00	6,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 24,451.20

<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.