Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $100,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 08/04/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $100,000.00
	CURRENT TERM TOTAL COST: $100,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: Village of Itasca	VENDOR #: 10958	DEPT: Stormwater Management	DEPT CONTACT NAME: Claire Kissane
VENDOR CONTACT: Mike Subers	VENDOR CONTACT PHONE: 630-773-2455	DEPT CONTACT PHONE #: 630-407-6682	DEPT CONTACT EMAIL: claire.kissane@dupagecounty.gov
VENDOR CONTACT EMAIL: msubers@itasca.com	VENDOR WEBSITE: itasca.com	DEPT REQ #: 1600-2617	

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.).
The project involves the construction of water quality components in an infrastructure improvement project within the north side of the village. The improvements include installation of a mechanical separator before the pump station and increased storage capacities.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Since 2000, Stormwater Management's Water Quality Improvement Program has budgeted funds to provide financial assistance for projects that provide a regional water quality benefit to DuPage County streams. The Village of Itasca's Roadway and Infrastructure Improvements- Phase 3 Project has been selected for funding for the FY 2026 Water Quality Improvement Program grant.

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	
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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Village of Itasca	Vendor#: 10958	Dept: Stormwater Management	Division:
Attn: Mike Subers	Email: msubers@itasca.com	Attn: Claire Kissane	Email: claire.kissane@dupagecounty.gov
Address: 411 N Prospect	City: Itasca	Address: 421 N County Farm Road	City: Wheaton
State: IL	Zip: 60143	State: IL	Zip: 60187
Phone: 630-773-2455	Fax:	Phone: 630-407-6682	Fax:
Send Payments To:		*Ship to:*	
Vendor: Village of Itasca	Vendor#: 10958	Dept: Stormwater Management	Division:
Attn: Mike Subers	Email: msubers@itasca.com	Attn: Claire Kissane	Email: claire.kissane@dupagecounty.gov
Address: 411 N Prospect	City: Itasca	Address: 421 N County Farm Road	City: Wheaton
State: IL	Zip: 60143	State: IL	Zip: 60187
Phone: 630-773-2455	Fax:	Phone: 630-407-6682	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 11, 2026	Contract End Date (PO25): Jun 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		Water Quality improvement for Village of Itasca	FY26	1600	3000	53830		0.00	0.00
2	1	EA		Water Quality improvement for Village of Itasca	FY27	1600	3000	53830		0.00	0.00
3	1	EA		Water Quality improvement for Village of Itasca	FY28	1600	3000	53830		100,000.00	100,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 100,000.00

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.