



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 #: #23-047-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$15,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 07/11/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$60,000.00
	CURRENT TERM TOTAL COST: \$15,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Southwind Industries, Inc. d/b/a Bluff City Materials	VENDOR #: 10660	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Cathy Brown	VENDOR CONTACT PHONE: 630-497-8700	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: cathyb@grp7.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-54	
<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.).			
DOT is requesting a purchase order to Bluff City, to dispose clean construction demolition debris (CCDD) in the north region on an as-needed basis. Effective July 12, 2023 through March 31, 2024, for a contract total not to exceed \$15,000.00, per low bid #23-047-DOT - this is subject to three (3) one-year renewals upon mutual agreement. Award recommendation takes into consideration unit bid pricing, location and travel distance and time.			
Uncontaminated Soil (with 663 forms) - South Elgin Location - \$4.25 per ton. Clean Concrete Broken & Asphalt Grindings - No Charge for dumping.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished			
To properly dispose of CCDD (Clean Construction Demolition Debris and Uncontaminated Soil) generated by DOT, as a result of normal highway maintenance and construction.			

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. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
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	
STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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: Southwind Industries, Inc. d/b/a Bluff City Materials	Vendor#: 10660	Dept: Division of Transportation	Division: Accounts Payable
Attn: Cathy Brown	Email: cathyb@grp7.com	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: 2252 Southwind Blvd.	City: Barlett	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60103	State: IL	Zip: 60187
Phone: 630-497-8700	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Southwind Industries, Inc. d/b/a Bluff City Materials	Vendor#: 10660	Dept: Division of Transportation	Division: Hwy Maintenance
Attn:	Email:	Attn: Jason Walsh	Email: jason.walsh@dupageco.org
Address: 2252 Southwind Blvd.	City: Barlett	Address: 140 N. County Farm Road	City: Wheaton
State: IL	Zip: 60103	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6925	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 12, 2023	Contract End Date (PO25): Mar 31, 2024
Contract Administrator (PO25): Roula Eikosidekas			

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		CCDD & Uncontaminated Soil Disposal - South Region	FY23	1500	3510	53810		14,000.00	14,000.00
2	1	EA		CCDD & Uncontaminated Soil Disposal - South Region	FY24	1500	3510	53810		1,000.00	1,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 15,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To dispose clean construction demolition debris and uncontaminated soil for the DOT (north region).
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to Cathy Brown, Jason Walsh, David Koehler 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.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement