



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: <b>26-0349</b>	RFP, BID, QUOTE OR RENEWAL #: <b>OMNIA #EV2370</b>	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$21,738.50
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$21,738.50
	CURRENT TERM TOTAL COST: \$21,738.50	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Graybar Electric Co.	VENDOR #: 10124	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Scott Sudduth	VENDOR CONTACT PHONE: 224-213-4989	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: scott.sudduth@graybar.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-18	
<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 Graybar Electric Co., to furnish and deliver ABL-Lithonia Lighting for the Division of Transportation Fleet for the 180 Bldg., for the period February 4, 2026 through November 30, 2026, for a contract total not to exceed \$21,738.50; contract pursuant to the Intergovernmental Cooperation Act (OMNIA #EV2370).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  Upgrading the lighting in our fleet garage will significantly enhance visibility and accuracy in repair work while also reducing the risk of missed defects. Switching to LED lights lowers energy use and maintenance costs, creating a safer and more efficient workspace.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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

<b>SECTION 3: DECISION MEMO</b>	
SOURCE SELECTION	Describe method used to select source.  The contract was setup using the OMNIA Contract #EV2370.
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. DOT staff recommends issuing a purchase order to Graybar Electric using the OMNIA Contract #EV2370. 2. Request quotes. 3. Status quo.

## 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: Graybar Electric Co.	Vendor#: 10124	Dept: Division of Transportation	Division: Accounts Payable
Attn: Scott Sudduth	Email: scott.sudduth@graybar.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 1 Pierce Place 8W	City: Itasca	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60143	State: IL	Zip: 60187
Phone: 224-213-4989	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Graybar Electric Co.	Vendor#: 10124	Dept: Division of Transportation	Division: DOT Fleet
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: 12431 Collections Center Drive	City: Chicago	Address: 180 N. County Farm Road	City: Wheaton
State: IL	Zip: 60693-0124	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6931	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 4, 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	37	EA	REBL ALO28 XVOLT SWW9 80CRI DWH M2	ABL-Lithonia Lighting for the DOT Fleet @ 180 Bldg.	FY26	1500	3520	52270		454.00	16,798.00
2	10	EA	REBL PSB ALO28 ND XVOLT SWW9 80CRI CNPW20FT DWH	ABL-Lithonia Lighting for the DOT Fleet @ 180 Bldg.	FY26	1500	3520	52270		494.05	4,940.50
<b>FY is required, ensure the correct FY is selected.</b>										Requisition Total	\$ 21,738.50

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025.  To furnish and deliver ABL-Lithonia Lighting for the DOT Fleet.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.  Email Approved PO to: Scott Sudduth, William Bell, Mike Figuary and Roula Eikosidekas.
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.