



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 250987	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$705,577.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/15/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$705,577.00
	CURRENT TERM TOTAL COST: \$705,577.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Federal Signal Corp, DBA Standard Equipment Company	VENDOR #: 45132	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Mike O'connor	VENDOR CONTACT PHONE: 312-208-5012	DEPT CONTACT PHONE #: 630.985.7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: moconnor@standardequipment.com	VENDOR WEBSITE:	DEPT REQ #:	
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.). Request for approval for the procurement of a Vactor 2100 plus Combination Sewer Cleaner to the Public Works Department per Sourcwell Contract #101221-VTR in the amount of \$705,577 for FY2026.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The existing Vactor is 8 years old and has reached its useful life span and performance. Repairs are becoming more frequent and costly. The Vactor is a critical piece of equipment at the Public Works Department. It is used daily and relied on heavily to complete many tasks regarding our underground sewer and water infrastructure. This Vactor is budgeted for in FY 2026. The current lead time on this equipment is 9-10 months, so Public Works is seeking approval now to secure a production slot in Q4 of 2025.			

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.
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

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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. The Sourcwell Contract was chosen due to the discount price the Public Works Department will receive and the ability to secure production and delivery of the equipment. Standard Equipment was vetted and awarded the contract origionally in 2018.
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) Purchase Vactor from Sourcwell Contract. Recommended due to cost savings. 2) Purchase Vactor through Standard Equipment without Sourcwell pricing. Not recommended due to higher cost. 2) Not approve purchase at this time. Not recommended due to the need for a reliable Vactor for daily use.

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: Federal Signal Corp DBA Standard Equipment	Vendor#: 45132	Dept: Public Works	Division: Public Works
Attn: Mike O'connor	Email: moconnor@standardequipment.com	Attn: Magda Leonida-Padilla	Email: PWaccountspayable@dupagecount y.gov
Address: 4519 Old Charlotte HWY	City: Monroe	Address: 7900 S. Rt. 53	City: Woodridge
State: North Carolina	Zip: 28110	State: Illinois	Zip: 60517
Phone: 312.829.1919	Fax:	Phone: 630.985.7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#: Same as Above	Dept: Same as Above	Division: Same as Above
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 22, 2025	Contract End Date (PO25): Apr 21, 2026
Contract Administrator (PO25): Drew Cormican			

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		2026 Vactor 2100i Sewer Cleaner	FY26	2000	2555	54110		555,577.00	555,577.00
2	1	EA		2026 Vactor 2100i Sewer Cleaner	FY26	1600	3000	54110		150,000.00	150,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 705,577.00

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.

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