

Procurement Review Comprehensive Checklist Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION					
	Contract Terms				
FILE ID#: RFP, BID, QUOTE OR RENEWAL #: IN		INITIAL TERM TOTAL COST:			
25-2466 State of IL Master Contract 🛍 🖸		\$33,510.00			
COMMITTEE: TARGET COMMITTEE DATE:		CONTRACT TOTAL COST WITH ALL			
NOV 4, 2025	6 MONTHS	RENEWALS:			
		\$33,510.00			
CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:			
\$33,510.00	ONE YEAR	INITIAL TERM			
Vendor Information		Department Information			
VENDOR: VENDOR #:		DEPT CONTACT NAME:			
10597	п	Joe Bulaga			
VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #:	DEPT CONTACT EMAIL:			
Jeremy Timm 847-946-3125		Joseph. Bulaga@dupagecounty.gov			
VENDOR CONTACT EMAIL: VENDOR WEBSITE:		DEPT REQ #:			
	RFP, BID, QUOTE OR RENEWAL #: State of IL Master Contract # TARGET COMMITTEE DATE: NOV 4, 2025 CURRENT TERM TOTAL COST: \$33,510.00 VENDOR #: 10597 VENDOR CONTACT PHONE: 847-946-3125	RFP, BID, QUOTE OR RENEWAL #: State of IL Master Contract # OTHER TARGET COMMITTEE DATE: NOV 4, 2025 6 MONTHS CURRENT TERM TOTAL COST: \$33,510.00 ONE YEAR VENDOR #: 10597 VENDOR CONTACT PHONE: 847-946-3125 CONTRENT TERM WITH RENEWALS: OTHER PROMPT FOR RENEWAL: INITIAL TERM WITH RENEWALS: OTHER PROMPT FOR RENEWAL: INITIAL TERM WITH RENEWALS: OTHER PROMPT FOR RENEWAL: OTHER PROMPT FOR RENEWAL: INITIAL TERM WITH RENEWALS: OTHER PROMPT FOR RENEWAL: OTHER PROMPT FOR RENEWAL: OTHER PROMPT FOR RENEWAL: INITIAL TERM WITH RENEWALS: OTHER OTHER PROMPT FOR RENEWAL: INITIAL TERM WITH RENEWALS: OTHER INITIAL TER			

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.). Wireless tablet and machine-to-machine services using pricing on the State of Illinois Master Contract #CMS793372P.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

The Verizon wireless data services associated with this request are used by DOT, Stormwater, Public Works, and Sheriff. The primary use with the data services is in the M2M connectivity for the monitoring of traffic intersections for DOT and Stormwater locations across the County. There are also department engineers using Verizon data services on their tablets to collect and send information while working in the field. There are no voice services associated with this service.

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 COOPERATIVE (DPC2-352), GOVER	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. NMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING			

SECTION 3: DECISION MEMO					
SOURCE SELECTION	Describe method used to select source. Purchase in compliance with Governmental Joint Purchasing ACT, 30 ILCS 525/2 (State of Illinois Master Contract #CMS793372P).				
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) Staff recommends we continue using Verizon Wireless data service to maintain business continuity. 2) Discontinue service and migrate to another provider, which would impact business continuity.				

	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: Purchas	e Requisition Informat	ion			
Send	d Purchase Order To:	Send Invoices To:				
Vendor: Verizon Wire l ess	Vendor#: 10597	Dept:	Division:			
Attn: Jeremy Timm	Email: jeremy.timm@verizon.com	Attn: Sarah Godzicki	Email: ITAP@dupagecounty.gov			
Address: 254 Congress Dr.	City: New Lenox	Address: City: 421 N. County Farm Road Wheaton				
State: IL	Zip: 60451	State: Zip: IL 60187				
Phone: 847-946-3125	Fax:	Phone: 630-407-5037	Fax:			
Send Payments To:		Ship to:				
Vendor: Verizon Wire l ess	Vendor#: 10597	Dept:	Division:			
Attn:	Email:	Attn: Email: Joseph.Bulaga@dupaged				
Address: P.O. Box 25505	City: Lehigh Valley	Address: City: 421 N. County Farm Road Wheaton				
State: PA	Zip: 18002-5505	State:	Zip: 60187			
Phone:	Fax:	Phone: 630-407-5151	Fax:			
	Shipping	Contract Dates				
Payment Terms: PER 50 ILCS 505/1						

					Purcha	se Requis	ition Lin	e Details			
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		Wireless Services - Sheriff	FY25	1000	4400	53260		140.00	140.00
2	1	EA		Wireless Services - Stormwater	FY25	1600	3000	53260		645.00	645.00
3	1	EA		Wireless Services - DOT - Highway	FY25	1500	3510	53260		905.00	905.00
4	1	EA		Wireless Services - Public Works	FY25	2000	2665	53260		1,000.00	1,000.00
5	1	EA		Wireless Services - Public Works	FY25	2000	2555	53260		1,000.00	1,000.00
6	1	EA		Wireless Services - Public Works	FY25	2000	2640	53260		500.00	500.00
7	1	EA		Wireless Services - Sheriff	FY26	1000	4400	53260		1,385.00	1,385.00
8	1	EA		Wireless Services - Stormwater	FY26	1600	3000	53260		6,420.00	6,420.00
9	1	EA		Wireless Services - DOT - Highway	FY26	1500	3510	53260		9,015.00	9,015.00
10	1	EA		Wireless Services - Public Works	FY26	2000	2665	53260		4,000.00	4,000.00
11	1	EA		Wireless Services - Public Works	FY26	2000	2555	53260		5,500.00	5,500.00
12	1	EA		Wireless Services - Public Works	FY26	2000	2640	53260		3,000.00	3,000.00
FY is required, ensure the correct FY is selected. Requisition Total					33,510.00						

	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. Please send PO to Sarah Godzicki & Joe Bulaga and copy both when emailing PO to vendor. Please add "First Invoice Allowed" date of 11/01/2025.			
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.			