



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#: 26-0371	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #120721-EVS	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$22,033.28
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 02/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$22,033.28
	CURRENT TERM TOTAL COST: \$22,033.28	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: IDEX Holdings, Inc. d/b/a Envirosight LLC	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Andrew McCarthy	VENDOR CONTACT PHONE: 708-707-9313	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: anmccarthy@idexcorp.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-17	
<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 IDEX Holdings d/b/a Envirosight LLC., to furnish and deliver a E-QV-SYS-AIRHD-25 Sewer Camera for the Division of Transportation, for the period February 4, 2026 through November 30, 2026, for a contract total not to exceed \$22,033.28; contract pursuant to the Intergovernmental Cooperation Act (Sourcewell #120721-EVS).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The purchase of this sewer camera will provide visual confirmation of underground pipe conditions, allowing crews to pinpoint blockages, breaks, and infiltration without excavation. It will reduce repair time and prevent unnecessary digging, leading to cost-effective maintenance decisions.			

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	
SOURCE SELECTION	Describe method used to select source. The contract was setup using the Sourcewell Contract #120721-EVS.
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 Envirosight using the Sourcewell Contract #120721-EVS. 2. Requests quotes. 3. Status quo.

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: IDEX Holdings, Inc. d/b/a Envirosight LLC	Vendor#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: Andrew McCarthy	Email: anmccarthy@idexcorp.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 111 Canfield Avenue	City: Randolph	Address: 421 N. County Farm Road	City: Wheaton
State: NJ	Zip: 07869	State: IL	Zip: 60187
Phone: 708-707-9313	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: IDEX Holdings, Inc. d/b/a Envirosight LLC	Vendor#:	Dept: Division of Transportation	Division: Highway Maintenance
Attn:	Email:	Attn: John Gavurnik	Email: john.gavurnik@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6936	Fax:
Shipping		Contract Dates	
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	1	EA	E-QV-SYS-AIRHD-25	QV Pole Camera System with 25' Pole and E-QVA Leaser Measurement Attachments	FY26	1500	3510	52000		22,033.28	22,033.28
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 22,033.28

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver a new sewer camera for the DOT.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Andrew McCarthy, John Gavurnik, David Koehler, Mike Figuary and Roula Eikosidekas.
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.