



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#: 26-0119	RFP, BID, QUOTE OR RENEWAL #: #25-113-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$65,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 01/06/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$260,000.00
	CURRENT TERM TOTAL COST: \$65,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Mandel Metals, Inc. d/b/a US Standard Sign	VENDOR #: 12124	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Sean Fallon	VENDOR CONTACT PHONE: 847-447-2234	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: sean@usstandardsign.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-15	
<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 to Mandel Metals d/b/a US Standard Sign, to furnish and deliver aluminum sign blanks for the DOT Sign Shop on an as-needed basis, for the period February 1, 2026 through January 31, 2027, for a contract total not to exceed \$65,000.00; per lowest responsible bid #25-113-DOT, this contract may be subject to three one-year renewals upon mutual agreement.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Lightweight and rust free aluminum sign blanks are used with both pre-made or rolled goods sign materials to fabricate various street/traffic signs in DuPage County. (i.e. street names, speed limits, construction signs, school signs, etc.).			

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	
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: Mandel Metals, Inc. d/b/a US Standard Sign	Vendor#: 12124	Dept: Division of Transportation	Division: Accounts Payable
Attn: Sean Fallon	Email: sean@usstandardsign.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 11400 Addison Avenue	City: Franklin Park	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60131	State: IL	Zip: 60187
Phone: 847-447-2234	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Mandel Metals, Inc. d/b/a US Standard Sign	Vendor#: 12124	Dept: Division of Transportation	Division: Sign Shop
Attn:	Email:	Attn: Ed Morgan	Email: ed.morgan@dupagecounty.gov
Address: PO Box 7854	City: Carol Stream	Address: 140 N. County Farm Road	City: Wheaton
State: IL	Zip: 60197-7854	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6927	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 1, 2026	Contract End Date (PO25): Jan 31, 2027

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		Aluminum Sign Blanks	FY26	1500	3510	52200		15,000.00	15,000.00
2	1	EA		Aluminum Sign Blanks	FY27	1500	3510	52200		50,000.00	50,000.00
FY is required, ensure the correct FY is selected.											Requisition Total \$ 65,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver aluminum sign blanks for the DOT Sign Shop.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Sean Fallon, Ed Morgan, Roula Eikosidekas 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.