



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: Bid #23-023-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$95,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 04/04/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$380,000.00
	CURRENT TERM TOTAL COST: \$95,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Vulcan Construction Materials, LLC	VENDOR #: 26490-P1	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Ali Jones	VENDOR CONTACT PHONE: 224-242-6099	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: jonesal@vmcmail.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-29	
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.). Requesting a purchase order contract to Vulcan Construction Materials LLC to provide Coarse and Fine Aggregates for DuPage County on as-needed basis for the Division of Transportation, Public Works and Facilities Management. Effective April 12, 2023 through March 31, 2024, for a contract total not to exceed \$95,000.00, (DOT in the amount of \$30,000.00, PW in the amount of \$30,000 and FM in the amount of \$35,000.00); per lowest responsible bid #23-023-DOT, this contract is subject to three (3) one-year renewals upon mutual agreement			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished For maintenance of the county roads and paths through out DuPage County.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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: Vulcan Construction Materials, LLC	Vendor#: 26490-P1	Dept: Division of Transportation	Division: Accounts Payable
Attn: Ali Jones	Email: jonesal@vmcmail.com	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: 1000 E. Warrenville Road, Suite #100	City: Naperville	Address: 421 N. Count Farm Road	City: Wheaton
State: IL	Zip: 60563	State: IL	Zip: 60187
Phone: 224-242-6099	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Vulcan Construction Materials, LLC	Vendor#: 26490-P1	Dept: Division of Transportation	Division: Hwy Maintenance
Attn: Dave Muno	Email:	Attn: Jason Walsh	Email: jason.walsh@dupageco.org
Address: PO Box 75219	City: Charlotte	Address: 140 N. County Farm Road	City: Wheaton
State: NC	Zip: 28275-5217	State: IL	Zip: 60187
Phone: 630-955-8500	Fax:	Phone: 630-407-6925	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 12, 2023	Contract End Date (PO25): Mar 31, 2024
Contract Administrator (PO25): Roula Eikosidekas			

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		DOT - Coarse & Fine Aggregates	FY23	1500	3510	52270		29,000.00	29,000.00
2	1	EA		DOT - Coarse & Fine Aggregates	FY24	1500	3510	52270		1,000.00	1,000.00
3	1	EA		PW - Coarse & Fine Aggregates	FY23	2000	2665	52270		20,000.00	20,000.00
4	1	EA		PW - Coarse & Fine Aggregates	FY24	2000	2665	52270		10,000.00	10,000.00
5	1	EA		FM - Coarse & Fine Aggregates	FY23	1000	1100	52270		12,500.00	12,500.00
6	1	EA		FM Grounds - Coarse & Fine Aggregates	FY23	1000	1102	52270		5,000.00	5,000.00
7	1	EA		FM - Coarse & Fine Aggregates	FY24	1000	1100	52270		12,500.00	12,500.00
8	1	EA		FM Grounds - Coarse & Fine Aggregates	FY24	1000	1102	52270		5,000.00	5,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 95,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To provide Coarse & Fine Aggregates for DuPage County, for a contract total not to exceed \$95,000.00, (DOT in the amount of \$30,000.00, PW in the amount of 30,000.00 & FM in the amount of \$35,000.00).
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO's to: Ali Jones, , Mike Figuray, Jason Walsh, Amy Arlowe, Sandra Martinez, and Mary Ventrella.
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.

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