



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 #: #21-028-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$100,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 04/18/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$209,900.00
	CURRENT TERM TOTAL COST: \$40,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
Vendor Information		Department Information	
VENDOR: Northern Contracting Inc.	VENDOR #: 30616	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Richard Roesch	VENDOR CONTACT PHONE: 815-895-5855	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: richard@northerncontracting.net	VENDOR WEBSITE:	DEPT REQ #: 23-1500-31	
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.). DOT Sign Shop is requesting a purchase order to Northern Contracting, to furnish, deliver, repair and install Guardrails throughout the DuPage County R.O.W. (right of ways). Effective May 12, 2023 through May 11, 2024 for a contract total not to exceed \$40,000.00, per low bid #21-028-DOT. This contract will be the second of three renewals upon mutual agreement by both parties.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To repair, replace and or install new guardrails throughout DuPage County right of ways, where accidents or damages have occurred in our jurisdictional areas.			

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.
RENEWAL	
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: Northern Contracting Inc.	Vendor#: 30616	Dept: Division of Transportation	Division: Accounts Payable
Attn: Richard Roesch	Email: richard@northerncontracting.net	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: 1851 Coltonville Road	City: Sycamore	Address: 421 N. Count Farm Road	City: Wheaton
State: IL	Zip: 60178	State: IL	Zip: 60187
Phone: 815-895-5855	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Northern Contracting Inc.	Vendor#: 30616	Dept: Division of Transportation	Division: Sign Shop
Attn: Amy J. Conner	Email: amy@northerncontracting.net	Attn: Ed Morgan	Email: ed.morgan@dupageco.org
Address: 1851 Coltonville Road	City: Sycamore	Address: 140 N. County Farm Road	City: Wheaton
State: IL	Zip: 60178	State: IL	Zip: 60187
Phone: 815-895-5855	Fax:	Phone: 630-407-6927	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 12, 2023	Contract End Date (PO25): May 11, 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		Guardrail (repair, replacement and installation).	FY23	1500	3510	53320		20,000.00	20,000.00
2	1	EA		Guardrail (repair, replacement and installation).	FY24	1500	3510	53320		20,000.00	20,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 40,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish, deliver, repair and install Guardrails for the DuPage County R.O.W. (right of ways).
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO's to: Richard Roesch, Mike Figuray, Ed Morgan and Amy Conner.
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