



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#: 26-1527	RFP, BID, QUOTE OR RENEWAL #: Sole Source	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$15,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 06/02/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$15,000.00
	CURRENT TERM TOTAL COST: \$15,000.00	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 #: 26-1500-64	

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.).

Recommendation for the approval of a contract purchase order to IDEX Holdings d/b/a EnviroSight LLC, to furnish and deliver OEM equipment, parts, and service for EnviroSight Sewer Cameras for the Division of Transportation, for the period June 3, 2026 through May 31, 2027, for a total contract value not to exceed \$15,000.00; per 55 ILCS 5/5-1022(c) not suitable for competitive bids (sole source - direct replacement of compatible equipment parts).

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

Sewer inspection cameras allow DOT to quickly identify blockages, pipe damage, and infiltration issues without unnecessary excavation. They also provide clear visual evidence of pipe conditions, helping extend the life of the sewer system and minimize emergency repairs.

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.

SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)

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. SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES
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. IDEX Holdings d/b/a Envirosight LLC is the sole contractual provider of OEM parts and service ensure proper compatibility, reliability, and optimal performance for equipment, maintaining its longevity and effectiveness.
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. Yes, sole source letter dated May 4, 2026.
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. IDEX Holdings d/b/a Envirosight LLC is the sole contractual provider of Envirosight products and service in the northern Illinois.

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: 3100 Sanders Road, Suite 301	City: Northbrook	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60062	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: Hwy 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): Jun 3, 2026	Contract End Date (PO25): May 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		Envirosight OEM Parts	FY26	1500	3520	52250		5,000.00	5,000.00
2	1	EA		Service Repairs	FY26	1500	3520	53380		2,500.00	2,500.00
3	1	EA		Envirosight OEM Parts	FY27	1500	3520	52250		5,000.00	5,000.00
4	1	EA		Service Repairs	FY27	1500	3520	53380		2,500.00	2,500.00
										Requisition Total	\$ 15,000.00

FY is required, ensure the correct FY is selected.

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver Envirosight OEM parts and service repairs for the DOT - sole source.
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, 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.