



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#: SM-P-0005-25	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$430,000.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 03/04/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$430,000.00
	CURRENT TERM TOTAL COST: \$430,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Commonwealth Edison	VENDOR #: 10023	DEPT: Stormwater Management	DEPT CONTACT NAME: Alicia Favela
VENDOR CONTACT:	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-407-6700	DEPT CONTACT EMAIL: Alicia.Favele@dupagecounty.gov
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #: 1600-2504	
<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 ComEd, for electric utility supply and distribution services for the connected County facilities, for Stormwater Management for the period April 1, 2025 through March 31, 2029, for a total contract amount not to exceed \$430,000 per 55 ILCS 5/5-1022 (c) not suitable for competitive bids – Public Utility.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Electric utility distribution services are required to maintain the operations of the County facilities.			

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. PUBLIC UTILITY
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: ComEd	Vendor#: 10023	Dept: Stormwater Management	Division:
Attn:	Email:	Attn:	Email: Alicia.Favela@dupagecounty.gov
Address: 2 Lincoln Center, 9th Flr	City: Oak Brook Terrace	Address: 421 N. County Farm Road	City: Wheaton
State:	Zip: 60181	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6673	Fax: 630-407-6701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: ComEd	Vendor#: 10023	Dept: SAME	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 6112	City: Carol Stream	Address:	City:
State: IL	Zip: 60197-6112	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2025	Contract End Date (PO25): Mar 31, 2029
Contract Administrator (PO25): Alicia Favela			

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		Electrical services for various Stormwater Management Facilities	FY25	1600	3000	53210		80,000.00	80,000.00
2	1	EA		Electrical services for various Stormwater Management Facilities	FY26	1600	3000	53210		100,000.00	100,000.00
3	1	EA		Electrical services for various Stormwater Management Facilities	FY27	1600	3000	53210		100,000.00	100,000.00
4	1	EA		Electrical services for various Stormwater Management Facilities	FY28	1600	3000	53210		100,000.00	100,000.00
5	1	EA		Electrical services for various Stormwater Management Facilities	FY29	1600	3000	53210		50,000.00	50,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 430,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Electric Services for Operation of Stormwater Facilities.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. SW: 03/04/2025 CB: 03/11/2025
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