



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#:	RFP, BID, QUOTE OR RENEWAL #: #23-058-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$90,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 11/19/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$360,000.00
	CURRENT TERM TOTAL COST: \$90,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Lightle Enterprises of Ohio LLC	VENDOR #: 39597	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Debbie Oyer	VENDOR CONTACT PHONE: 740-998-5363	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: doyer@lightleenterprises.com	VENDOR WEBSITE:	DEPT REQ #: 24-1500-68	
<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.). DOT Sign Shop is requesting a purchase order from Lightle Enterprises of Ohio LLC, to furnish and deliver reflective sheeting rolled goods on an as-needed basis. This contract shall be effective December 1, 2024 through November 30, 2025, for a contract total not to exceed \$90,000.00, per low bid #23-058-DOT. This will be the first of three renewals upon mutual agreement.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished One of the basic functions of DOT sign Shop, is to ensure that signs are erected and maintained along County roads. The contract provides for Rolled Goods, that enables DOT to purchase materials which are necessary to effectively produce proper signage.			

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	
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: Lightle Enterprises of Ohio LLC	Vendor#: 39597	Dept: Division of Transportation	Division: Accounts Payable
Attn: Debbie Oyer	Email: doyer@lightleenterprises.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: PO Box 329	City: Frankfort	Address: 421 N. County Farm Road	City: Wheaton
State: OH	Zip: 45628	State: IL	Zip: 60187
Phone: 740-998-5363	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Lightle Enterprises of Ohio LLC	Vendor#: 39597	Dept: Division of Transportation	Division: Sign Shop
Attn: Heidi Cunningham	Email: hcunningham@lightleenterprises.com	Attn: Ed Morgan	Email: ed.morgan@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6927	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2024	Contract End Date (PO25): Nov 30, 2025

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		Reflective Sheeting Rolled Goods	FY25	1500	3510	52200		90,000.00	90,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 90,000.00

<i>Comments</i>	
HEADER COMMENTS	<p>Provide comments for P020 and P025.</p> <p>To furnish and deliver Reflective Sheeting Rolled Goods for the DOT Sign Shop.</p>
SPECIAL INSTRUCTIONS	<p>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</p> <p>Email Approved PO to: Debbie Oyer (doyer@lightleenterprises.com) Heidi Cunningham (hcunningham@lightleenterprises.com) David Lightle (dlightle@lightleenterprises.com) also to Ed Morgan, John Gavurnik and Mike Figuray.</p>
INTERNAL NOTES	<p>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</p> <p>see above.</p>
APPROVALS	<p>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</p>