



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

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-1748	RFP, BID, QUOTE OR RENEWAL #: Sole Source	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$60,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$60,000.00
	CURRENT TERM TOTAL COST: \$60,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Federal Signal Corporation Joe Johnson Equipment LLC d/b/a Standard Equipment	VENDOR #: 45132	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Preston Tillstrom	VENDOR CONTACT PHONE: (312) 829-1919 - office	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: ptillstrom@standardequipment.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-62	
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 Federal Signal Corporation d/b/a Standard Equipment, to furnish and deliver OEM parts and repairs on our Vactors, Elgin Sweepers and Envirosight Sewer Cameras for the Division of Transportation, for the period September 16, 2025 through September 30, 2026, for a total contract amount of \$60,000.00; per 55 ILCS 5/5-1022 (c) not suitable for competitive bids - (sole source).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  To purchase OEM parts and provide factory authorized service for Vactors, Elgin Sweepers, and Envirosight sewer cameras for the Division of Transportation.			

### 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.  Joe Johnson Equipment d/b/a Standard Equipment is the exclusive dealer for OEM Elgin Sweeper, EnviroSight sewer camera, and Vactor Manufacturing parts and factory authorized service. 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 July 11, 2025.
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.  Per the attached letter, Joe Johnson Equipment has confirmed that it is the exclusive dealer for OEM Elgin Sweeper, EnviroSight sewer camera, and Vactor Manufacturing parts and factory authorized service in Northern Illinois.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Federal Signal Corporation Joe Johnson Equipment LLC d/b/a Standard Equipment	Vendor#: 45132	Dept: Division of Transportation	Division: Accounts Payable
Attn: Preston Tillstrom	Email: ptillstrom@standardequipment.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 4519 Old Charlotte Hwy	City: Monroe	Address: 421 N. County Farm Road	City: Wheaton
State: NC	Zip: 28110	State: IL	Zip: 60187
Phone: (312) 208-1012 - cell	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Federal Signal Corporation Joe Johnson Equipment LLC d/b/a Standard Equipment	Vendor#: 45132	Dept: Division of Transportation	Division: Hwy Maintenance
Attn:	Email:	Attn: John Gavurnik	Email: john.gavurnik@dupagecounty.gov
Address: 4519 Old Charlotte Hwy	City: Monroe	Address: 140 N. County Farm Road	City: Wheaton
State: NC	Zip: 28110	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): Sep 16, 2025	Contract End Date (PO25): Sep 30, 2026

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		Vactor/Elgin/Envirosight Parts	FY25	1500	3520	52250		20,000.00	20,000.00
2	1	EA		Vactor/Elgin/Envirosight Service	FY25	1500	3520	53380		2,500.00	2,500.00
3	1	EA		Vactor/Elgin/Envirosight Parts	FY26	1500	3520	52250		35,000.00	35,000.00
4	1	EA		Vactor/Elgin/Envirosight Service	FY26	1500	3520	53380		2,500.00	2,500.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 60,000.00

Comments	
HEADER COMMENTS	<p>Provide comments for P020 and P025.</p> <p>To furnish and deliver OEM parts and service repairs on our Vactor, Elgin Sweepers and EnviroSight Sewer Cameras for the DOT - (sole source).</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: Preston Tillstorm, John Gavurnik, William Bell, Roula Eikosidekas 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>Shop labor rate: \$209/hr. Field service labor rate: \$232/hr. Discount 5% on parts.</p>
APPROVALS	<p>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</p>