



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 #: Bid #21-004-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$22,550.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 03/07/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$104,900.00
	CURRENT TERM TOTAL COST: \$29,900.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
Vendor Information		Department Information	
VENDOR: Standard Industrial & Automotive Equipment, Inc.	VENDOR #: 11781	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Frank Woitel	VENDOR CONTACT PHONE: 630-289-9500	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: frank@standardus.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-16	

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 Fleet is requesting a purchase order to Standard Industrial, to provide Rotary Automotive and Heavy Equipment Lift Certification, Preventative Maintenance, Parts and Repair Service, for a contract total not to exceed \$29,900.00, per low bid #21-004-DOT, this is the second of three renewals.

- Hourly Rate @ \$135/hr.
- Discount (-20%) off current list price and (0%) on all non-rotary parts price list.
- Proof of current list price must be provided with each invoice for all items ordered.
- Orders will be placed on an as-needed basis with items/service specified at the time orders are placed.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
To provide the required certification, maintenance and repair service for the automotive lifts, located at the DOT 180 Fleet Garage and to ensure their proper, safe operation.

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: Standard Industrial & Automotive Equipment, Inc.	Vendor#: 11781	Dept: Division of Transportation	Division: Accounts Payable
Attn: Frank Woitel	Email: frank@standardus.com	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: 6211 Church Rd.	City: Hanover Park	Address: 421 N. Count Farm Road	City: Wheaton
State: IL	Zip: 60133	State: IL	Zip: 60187
Phone: 630-289-9500	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Standard Industrial & Automotive Equipment, Inc.	Vendor#: 11781	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupageco.org
Address: 6211 Church Rd.	City: Hanover Park	Address: 180 N. County Farm Road	City: Wheaton
State: IL	Zip: 60133	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6931	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2023	Contract End Date (PO25): Mar 31, 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		Rotary Lift Repair Parts	FY23	1500	3520	52270		15,000.00	15,000.00
2	1	EA		Rotary Lift Repair Parts	FY24	1500	3520	52270		5,000.00	5,000.00
3	1	EA		Rotary Lift Repair Service/ Certification	FY23	1500	3520	53300		9,000.00	9,000.00
4	1	EA		Rotary Lift Repair Service/ Certification	FY24	1500	3520	53300		900.00	900.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 29,900.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To provide Rotary Automotive and Heavy Equipment Lift Certification, Preventative Maintenance, Parts and Repair Service for DOT Fleet
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Frank Woitel, Mike Figuray and Bill Bell.
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