



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>	
MINUTETRAQ ID#:	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #092922-FTS	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$16,135.36
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 03/07/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$16,135.36
	CURRENT TERM TOTAL COST: \$16,135.36	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Felling Trailers, Inc.	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Joel Lindmeyer	VENDOR CONTACT PHONE: 800-245-2809	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: joel.lindmeyer@felling.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-18	
<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 is requesting a purchase order to Felling Trailers, to furnish and deliver one (1) Felling Equipment Trailer for use with DOT's Bobcat MT100 mini skid steer loader, for a contract total not to exceed \$16,135.36, per Sourcewell Contract #092922-FTS.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Purchase of one (1) Felling Equipment Trailer to transport equipment and materials throughout the DuPage County. Replaces (ET-1) trailer, which has exceeded its useful life.			

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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. COOPERATIVE (DPC4-107), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. This contract was setup using the cooperative Sourcewell Contract #092922-FTS.
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). 1. DOT Staff recommends issuing a purchase order to Felling Trailers, using the Sourcewell Contract #092922-FTS. The Sourcewell Cooperative has proven to be a cost savings over going out for bid locally.

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: Felling Trailers, Inc.	Vendor#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: Joel Lindmeyer	Email: joel.lindmeyer@felling.com	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: 1525 Main Street S.	City: Sauk Centre	Address: 421 N. County Farm Road	City: Wheaton
State: MN	Zip: 56378	State: IL	Zip: 60187
Phone: 800-245-2809	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Felling Trailers, Inc.	Vendor#:	Dept: Division of Transportation	Division: Highway Maintenance
Attn:	Email:	Attn: Jason Walsh	Email: jason.walsh@dupageco.org
Address: 1525 Main Street S.	City: Sauk Centre	Address: 140 N. County Farm Road	City: Wheaton
State: MN	Zip: 56378	State: IL	Zip: 60187
Phone: 800-245-2809	Fax:	Phone: 630-407-6925	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 7, 2023	Contract End Date (PO25): Jun 1, 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	FT-12 CL	Felling Equipment Trailer	FY23	1500	3510	54110		16,135.36	16,135.36
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 16,135.36

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver one (1) Felling Equipment Trailer for the DOT Highway Maintenance.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO To: Joel Lindmeyer, Mike Figuray and Jason Walsh.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. FY23 1500-3510-54130 \$16,135.36 (estimated delivery 52 weeks)
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