



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 #:<br>#22-097-DOT | INITIAL TERM WITH RENEWALS:<br>1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST:<br>\$70,000.00                   |
| COMMITTEE:<br>TRANSPORTATION                        | TARGET COMMITTEE DATE:<br>05/07/2024         | PROMPT FOR RENEWAL:<br>3 MONTHS                             | CONTRACT TOTAL COST WITH ALL RENEWALS:<br>\$160,000.00    |
|   | CURRENT TERM TOTAL COST:<br>\$30,000.00      | MAX LENGTH WITH ALL RENEWALS:<br>FOUR YEARS                 | CURRENT TERM PERIOD:<br>SECOND RENEWAL                    |
| <i>Vendor Information</i>                           |  | <i>Department Information</i>                               |   |
| VENDOR:<br>Kevin's Auto & Diesel Repair             | VENDOR #:<br>32250                           | DEPT:<br>Division of Transportation                         | DEPT CONTACT NAME:<br>Roula Eikosidekas                   |
| VENDOR CONTACT:<br>Brian Steder                     | VENDOR CONTACT PHONE:<br>630-501-1926        | DEPT CONTACT PHONE #:<br>630-407-6920                       | DEPT CONTACT EMAIL:<br>roula.eikosidekas@dupagecounty.gov |
| VENDOR CONTACT EMAIL:<br>kevinsautodiesel@gmail.com | VENDOR WEBSITE:                              | DEPT REQ #:<br>24-1500-38                                   |   |

*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 Kevin's Auto & Diesel Repair, to service repair on Heavy Duty Diesel Trucks & Equipment. Effective June 1, 2024 through May 31, 2025, for a contract total not to exceed \$30,000.00, per low bid #22-097-DOT, this contract will be the second of three renewals.

- Regular Labor Rates for Repairs (Monday-Friday 7:00am - 4:00pm) @ \$115.00/hourly.
- OT Labor Rates for Repairs ( Saturday & before 7:00am after 4:00pm) @ \$115.00/hourly.
- Premium Rates for Repairs (Sundays & Holidays) @ \$135.00/hourly.
- Discount (-5%) off Catalog List Price on Repair Parts.
- Vehicle Pickup and Drop Off for Service @ \$50.00/each.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

To service repair and replacement parts, to repair County owned and operated vehicles.

**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

|                                      |   |
|--------------------------------------|---|
| <b>JUSTIFICATION</b>                 | Select an item from the following dropdown menu to justify why this is a sole source procurement.   |
| <b>NECESSITY AND UNIQUE FEATURES</b> | 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. |
| <b>MARKET TESTING</b>                | 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.   |
| <b>AVAILABILITY</b>                  | 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:<br>Kevin's Auto & Diesel Repair          | Vendor#:<br>32250                    | Dept:<br>Division of Transportation        | Division:<br>Accounts Payable             |
| Attn:<br>Brian Steder                            | Email:<br>kevinsautodiesel@gmail.com | Attn:<br>Kathy Curcio                      | Email:<br>DOTFinance@dupagecounty.gov     |
| Address:<br>119 W. Home Avenue                   | City:<br>Villa Park                  | Address:<br>421 N. County Farm Road        | City:<br>Wheaton                          |
| State:<br>IL                                     | Zip:<br>60181                        | State:<br>IL                               | Zip:<br>60187                             |
| Phone:<br>630-501-1926                           | Fax:                                 | Phone:<br>630-407-6892                     | Fax:                                      |
| <i>Send Payments To:</i>                         |                                      | <i>Ship to:</i>                            |   |
| Vendor:<br>Kevin's Auto & Diesel Repair          | Vendor#:<br>32250                    | Dept:<br>Division of Transportation        | Division:<br>Fleet                        |
| Attn:  | Email:                               | Attn:<br>William Bell                      | Email:<br>william.bell@dupagecounty.gov   |
| Address:<br>same as above                        | City:                                | Address:<br>180 N. County Farm Road        | City:<br>Wheaton                          |
| State:   | Zip:                                 | State:<br>IL                               | Zip:<br>60187                             |
| Phone:   | Fax:                                 | Phone:<br>630-407-6931                     | Fax:                                      |
| <b>Shipping</b>                                  |                                      | <b>Contract Dates</b>                      |   |
| Payment Terms:<br>PER 50 ILCS 505/1              | FOB:<br>Destination                  | Contract Start Date (PO25):<br>Jun 1, 2024 | Contract End Date (PO25):<br>May 31, 2025 |
| 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  |                         | Service Repair Heavy Duty Diesel Trucks and Equipment | FY24 | 1500    | 3520 | 53380     |                         | 25,000.00         | 25,000.00    |
| 2  | 1   | EA  |                         | Service Repair Heavy Duty Diesel Trucks and Equipment | FY25 | 1500    | 3520 | 53380     |                         | 5,000.00          | 5,000.00     |
| <b><i>FY is required, assure the correct FY is selected.</i></b> |     |     |                         |   |      |         |      |           |                         | Requisition Total | \$ 30,000.00 |

| <i>Comments</i>      |   |
|----------------------|---|
| HEADER COMMENTS      | Provide comments for P020 and P025.<br>To service repair Heavy Duty Diesel Trucks and Equipment for DOT Fleet - second renewal.                                       |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.<br>Email Approved PO to: Brian Steder, William Bell and Mike Figuray. |
| INTERNAL NOTES       | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.<br>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