



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

### SECTION 1: DESCRIPTION

<b>General Tracking</b>		<b>Contract Terms</b>	
FILE ID#: JPS-P-0024-25	RFP, BID, QUOTE OR RENEWAL #: SPC Contract #207	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$68,746.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 05/06/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$68,746.00
	CURRENT TERM TOTAL COST: \$68,746.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<b>Vendor Information</b>		<b>Department Information</b>	
VENDOR: Currie Motors Frankfort, Inc.	VENDOR #: 12434	DEPT: Probation Department	DEPT CONTACT NAME: Sharon Donald
VENDOR CONTACT: Nic Cortellini	VENDOR CONTACT PHONE: 815-464-9200	DEPT CONTACT PHONE #: 630-407-8413	DEPT CONTACT EMAIL: sharon.donald@dupagecounty.gov
VENDOR CONTACT EMAIL: ncortellini@curriemotors.com	VENDOR WEBSITE:	DEPT REQ #:	

<b>Overview</b>
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 Currie Motors Frankfort, Inc., to furnish and deliver one (1) Black Ford Transit-350 Passenger Van for the Detention Screening Transport, for a contract total not to exceed \$68,746.00; contract pursuant to the Governmental Joint Purchasing Act, 30 ILCS 525/2 Suburban Purchasing Cooperative "SPC" Contract #207.
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and/or must be assessed by a mechanic prior to being considered for replacement.  This vehicles will replace YH-2.

### 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 (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

### SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.  This contract was setup using the Suburban Purchasing Cooperative "SPC" Contract #207.
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 Currie Motors Frankfort, Inc., using the Suburban Purchasing Cooperative "SPC" Contract #207. 2. The state contract has proven to be a cost savings over going out to bid.

**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: Currie Motors Frankfort, Inc.	Vendor#: 12434	Dept: Sheriffs Office	Division:
Attn: Nic Cortellini	Email: ncortellini@curriemotors.com	Attn: Daniel Bilodeau	Email: dan.bilodeau@dupagesheriff.org
Address: 9423 W. Lincoln Hwy	City: Frankfort	Address: 501 N. County Farm Road	City: Wheaton
State: IL	Zip: 60423	State: IL	Zip: 60187
Phone: 815-464-9200	Fax:	Phone: 630-407-2402	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Currie Motors Frankfort, Inc.	Vendor#: 12434	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: 9423 W. Lincoln Hwy	City: Frankfort	Address: 180 N. County Farm Road	City: Wheaton
State: IL	Zip: 60423	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6931	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 13, 2025	Contract End Date (PO25): May 12, 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		FY25 Black Ford Transit-350 Passenger Van	FY25	1400	6130	54120		68,746.00	68,746.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 68,746.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.  To furnish and deliver one (1) Black Ford Transit-350 Passenger Van for the Detention Screening Transport.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.  Email Approved PO to: Nic Cortellini, Sharon Donald, William Bell, DOTFinance@dupagecounty.gov and Mike Figuray.
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.