



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#: 24-3130	RFP, BID, QUOTE OR RENEWAL #: Source-well #020923-TER	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$75,244.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 12/03/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$75,244.00
	CURRENT TERM TOTAL COST: \$75,244.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Equipment Depot of Illinois, Inc.	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Steve Capezio	VENDOR CONTACT PHONE: 888-373-3768	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: steve.capezio@eqdepot.com	VENDOR WEBSITE:	DEPT REQ #: 24-1500-75	
<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 Equipment Depot of Illinois, Inc., to furnish and deliver one (1) New Genie Electric Boom Lift, for a contract total not to exceed \$75,244.00, per source-well contract #020923-TER.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This Boom lift will provide DOT employees a safe and stable method of performing tasks from an aerial platform, such as repairs and maintenance to salt domes and brine tanks. It will also be used to help safely install and clean v-boxes for winter operations.			

**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 cooperative source-well Contract #020923-TER.
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 Equipment Depot, using the source-well contract #020923-TER. 2. The source-well cooperative 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: Equipment Depot of Illinois, Inc.	Vendor#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: Steve Capezio	Email: steve.capezio@eqdepot.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 751 Expressway Drive	City: Itasca	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60143-1321	State: IL	Zip: 60187
Phone: 888-373-3768	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Equipment Depot of Illinois, Inc.	Vendor#:	Dept: Division of Transportation	Division: Highway Maintenance
Attn:	Email:	Attn: Jason Walsh	Email: jason.walsh@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6925	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 11, 2024	Contract End Date (PO25): Nov 30, 2025

**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	Z30-20N w/RJ	Genie Electric Boom Lift	FY25	1500	3510	54130		75,244.00	75,244.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 75,244.00

*Comments*

HEADER COMMENTS	Provide comments for P020 and P025.  To purchase and deliver one (1) New Genie Electric Boom Lift for DOT.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.  Email Approved PO to: Steve Capezio, Jason Walsh, 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.