



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 #: #23-071-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$79,900.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 06/06/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$319,600.00
	CURRENT TERM TOTAL COST: \$79,900.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Mac's Body Shop Inc.	VENDOR #: 10197	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: John McNicholas	VENDOR CONTACT PHONE: 630-462-1455	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: macsbs@aol.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-48	
Overview			
<p>DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.).</p> <p>Requesting a purchase order to Mac's Body Shop, to provide Automotive Body Repairs, for the DOT Fleet and the Sheriff's Office. Effective June 14, 2023 through June 30, 2024, for a contract total not to exceed \$79,900.00, (DOT in the amount of \$29,900.00 and Sheriff's Office in the amount of \$50,000.00), per low bid #23-071-DOT.</p> <ul style="list-style-type: none"><li>- Body Labor \$52</li><li>- Paint Labor \$52</li><li>- Paint &amp; Supplies \$33</li><li>- Mechanical \$80</li><li>- Frame Work \$80</li><li>- Towing Charges (one-way) \$125</li><li>- Discount (5%) off list price.</li></ul>			
<p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished</p> <p>Automotive body repair services are needed to repair damaged to County owned vehicles for DOT and Sheriff's under the responsibility of the Division of Transportation.</p>			

### 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. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
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: Mac's Body Shop Inc.	Vendor#: 10197	Dept: Division of Transportation	Division: Accounts Payable
Attn: John McNicholas	Email: macsbs@aol.com	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: 652 W. Lake Street	City: Addison	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60101	State: IL	Zip: 60187
Phone: 630-462-1455	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Mac's Body Shop Inc.	Vendor#: 10197	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupageco.org
Address: 652 W. Lake Street	City: Addison	Address: 180 N. County Farm Road	City: Wheaton
State: IL	Zip: 60101	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): Jun 14, 2023	Contract End Date (PO25): Jun 30, 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		DOT - Auto Body Repairs	FY23	1500	3520	53380		14,950.00	14,950.00
2	1	EA		DOT - Auto Body Repairs	FY24	1500	3520	53380		14,950.00	14,950.00
3	1	EA		Sheriff's - Auto Body Repairs	FY23	1000	4400	53380		25,000.00	25,000.00
4	1	EA		Sheriff's - Auto Body Repairs	FY24	1000	4400	53380		25,000.00	25,000.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 79,900.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To provide Automotive Body Repairs for the DOT Fleet & Sheriff's Office for a one-year term.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to John McNicholas, Bill Bell 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.

The following documents have been attached: ☒ W-9 ☒ Vendor Ethics Disclosure Statement