



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2285	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #100124-GPC	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$144,750.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$144,750.00
	CURRENT TERM TOTAL COST: \$144,750.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Genuine Parts Company d/b/a NAPA Auto Parts	VENDOR #: 11213-P1	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Stephanie Mata	VENDOR CONTACT PHONE: 630-796-8566	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: stephanie_mata@genpt.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-69	
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.). Recommendation for the approval of a contract purchase order to Genuine Parts Company d/b/a NAPA Auto Parts, for the purchase and installation of four (4) vehicle lifts for the Division of Transportation Fleet Department, for the period of October 14, 2025 through October 13, 2026, for a total contract value not to exceed \$144,750.00; per contract pursuant to the Intergovernmental Cooperation Act Sourcewell #100124-GPC.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished These vehicle lifts will replace the existing lifts that have surpassed their useful life. They are essential for our fleet maintenance department, allowing mechanics to safely and effectively work on light-duty County vehicles and equipment, ensuring that maintenance and repairs can be performed quickly and reliably.			

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. We are currently utilizing the sourcewell cooperative contract #100124-GPC .
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 Genuine Parts Company d/b/a NAPA Auto Parts, using the sourcewell contract #100124-GPC for the purchase and installation of four (4) vehicle lifts. 2. The Sourcewell Cooperative has proven to be 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: Genuine Parts Company d/b/a NAPA Auto Parts	Vendor#: 11213-P1	Dept: Division of Transportation	Division: Accounts Payable
Attn: Stephanie Mata	Email: stephanie_mata@genpt.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 2999 Wildwood Parkway	City: Atlanta	Address: 421 N. County Farm Road	City: Wheaton
State: GA	Zip: 30339	State: IL	Zip: 60187
Phone: 630-796-8566	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Genuine Parts Company d/b/a NAPA Auto Parts	Vendor#: 11213-P1	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: same as above.	City:	Address: 180 N. County Farm Road	City: Wheaton
State:	Zip:	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): Oct 14, 2025	Contract End Date (PO25): Oct 13, 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		Purchase of four (4) Vehicle Lifts	FY25	1500	3520	54110		107,240.00	107,240.00
2	1	EA		Installation of four (4) Vehicle Lifts	FY25	1500	3520	54010		37,510.00	37,510.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 144,750.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To purchase and installation of four (4) vehicle lifts for the DOT Fleet.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Stephanie Mata, William Bell, Roula Eikosidekas 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.