



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#: 26-0591 | RFP, BID, QUOTE OR RENEWAL #: #23-011-DOT | INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST: \$1,750,000.00 |
| COMMITTEE: TRANSPORTATION | TARGET COMMITTEE DATE: 02/17/2026 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$7,000,000.00 |
| | CURRENT TERM TOTAL COST: \$1,750,000.00 | MAX LENGTH WITH ALL RENEWALS: FOUR YEARS | CURRENT TERM PERIOD: THIRD RENEWAL |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Al Warren Oil Co Inc. | VENDOR #: 41480 | DEPT: Division of Transportation | DEPT CONTACT NAME: Roula Eikosidekas |
| VENDOR CONTACT: Arnie Berg | VENDOR CONTACT PHONE: 630-484-4368 | DEPT CONTACT PHONE #: 630-407-6920 | DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov |
| VENDOR CONTACT EMAIL: aberg@alwarrenoil.com | VENDOR WEBSITE: | DEPT REQ #: 26-1500-22 | |
| <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.). Recommendation for the approval of a contract to Al Warren Oil Co Inc., to furnish and deliver gasoline and diesel fuel, as needed for the Division of Transportation and Department of Public Works, for the period of April 1, 2026 through March 31, 2027, for a combined contract total not to exceed \$1,750,000.00 (Division of Transportation \$1,000,000.00 / Public Works \$750,000.00); per renewal option under bid award #23-011-DOT, third and final renewal. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To provide gasoline and diesel fuel for the DuPage County owned and operated vehicles and equipment. | | | |

| 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 | |
|-------------------------------------|--|
| 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

| | |
|--------------------------------------|---|
| 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: Al Warren Oil Co Inc. | Vendor#: 41480 | Dept: Division of Transportation | Division: Accounts Payable |
| Attn: Arnie Berg | Email: aberg@alwarrenoil.com | Attn: Kathy Curcio | Email: DOTFinance@dupagecounty.gov |
| Address: 1646 Summer St. | City: Hammond | Address: 421 N. County Farm Road | City: Wheaton |
| State: IN | Zip: 46320 | State: IL | Zip: 60187 |
| Phone: 630-484-4368 | Fax: | Phone: 630-407-6900 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Al Warren Oil Co Inc. | Vendor#: 41480 | Dept: Division of Transportation | Division: Fleet Department |
| Attn: | Email: | Attn: William Bell | Email: william.bell@dupagecounty.gov |
| Address: PO Box 2279 | City: Hammond | Address: 180 N. County Farm Road | City: Wheaton |
| State: IN | Zip: 46323 | 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): Apr 1, 2026 | Contract End Date (PO25): Mar 31, 2027 |

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 - Gasoline & Diesel Fuel | FY26 | 1500 | 3520 | 52260 | | 500,000.00 | 500,000.00 |
| 2 | 1 | EA | | DOT - Gasoline & Diesel Fuel | FY27 | 1500 | 3520 | 52260 | | 500,000.00 | 500,000.00 |
| 3 | 1 | EA | | PW - Gasoline & Diesel Fuel | FY26 | 2000 | 2665 | 52260 | | 375,000.00 | 375,000.00 |
| 4 | 1 | EA | | PW - Gasoline & Diesel Fuel | FY27 | 2000 | 2665 | 52260 | | 375,000.00 | 375,000.00 |
| | | | | | | | | | | Requisition Total | \$ 1,750,000.00 |

FY is required, ensure the correct FY is selected.

| <i>Comments</i> | |
|----------------------|---|
| HEADER COMMENTS | <p>Provide comments for P020 and P025.</p> <p>To furnish and deliver Gasoline and Diesel Fuel for the Division of Transportation in the amount of \$1,000,000.00 and Public Works in the amount of \$750,000.00 for a combined contract total not to exceed \$1,750,000.00.</p> |
| SPECIAL INSTRUCTIONS | <p>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</p> <p>Email Approved PO's to: Arnie Berg, Drew Cormican, William Bell, Roula Eikosidekas and Mike Figuray.</p> |
| INTERNAL NOTES | <p>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</p> <p>see above.</p> |
| APPROVALS | <p>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</p> |