



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#: 25-0194	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #020221-RTA	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$46,317.75
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 01/21/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$46,317.75
	CURRENT TERM TOTAL COST: \$46,317.75	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: RTA Fleet Success	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Ben Krutzfeldt	VENDOR CONTACT PHONE: 623-259-1068	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: bkrutzfeldt@rtafleet.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-06	
<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 Fleet is requesting a purchase order to RTA Fleet for Fleet Management Software for a contract total not to exceed \$46,317.75, per sourcewell contract #020221-RTA.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished RTA Fleet360 will be utilized to manage DuPage County's fleet of vehicles and heavy equipment, including assets, inspections, preventative maintenance, invoicing, work orders, parts inventory, vehicle mileage, and fuel usage.			

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 Sourcewell Contract #020221-RTA.
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 RTA Fleet360, using the Sourcewell Contract #020221-RTA. 2. The Sourcewell Contract #020221-RTA. 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: RTA Fleet Success	Vendor#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: Ben Krutzfeldt	Email: bkrutzfeldt@rtafleet.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 17437 N. 71st Dr., Suite 110	City: Glendale	Address: 421 N. County Farm Road	City: Wheaton
State: AZ	Zip: 85383	State: IL	Zip: 60187
Phone: 623-259-1068	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: RTA Fleet Success	Vendor#:	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): Feb 1, 2025	Contract End Date (PO25): Jan 31, 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	RTA Fleet360	Software & Maintenance Agreement	FY25	1500	3510	53807		46,317.75	46,317.75
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 46,317.75

Comments

HEADER COMMENTS	Provide comments for P020 and P025. For Preventive Maintenance (PM) and Consulting Services 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 Ben Krutzfeldt, William 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.