



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2383	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$151,782.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 10/7/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$151,782.00
	CURRENT TERM TOTAL COST: \$151,782.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
Vendor Information		Department Information	
VENDOR: Berger Chevrolet	VENDOR #:	DEPT: Sheriff	DEPT CONTACT NAME: Dan Bilodeau
VENDOR CONTACT: Dale Kramer	VENDOR CONTACT PHONE: 616-949-5200	DEPT CONTACT PHONE #: 630-407-2402	DEPT CONTACT EMAIL: dan.bilodeau@dupagesheriff.org
VENDOR CONTACT EMAIL: dkramer@bergerchevy.com	VENDOR WEBSITE: bergerfleet.com	DEPT REQ #:	
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.). Purchase of 3 Chevrolet Silverado 1500 Crew Cabs to emergency up-fit for patrol supervisors. Purchase via joint contract with Michigan State Vehicle Purchasing MA240000001191			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replaces 3 vehicles that were taken out of service by DOT Fleet.			

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. Previously purchased 4 of the same vehicles from this vendor. This vendor also had the same vehicles and available with no wait time
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). DOT Fleet makes the decision to remove vehicles from service and this would be to replace those vehicles.

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: Berger Chevrolet Inc	Vendor#:	Dept: DOT	Division: Fleet
Attn: Dale Kramer	Email: dkramer@bergerchevy.com	Attn: Bill Bell	Email: william.bell@dupagecounty.gov
Address: 2525 28th S E	City: Grand Rapids	Address: 180	City: Wheaton
State: MI	Zip: 49512	State: IL	Zip: 60187
Phone: 616-949-5200	Fax: 616-988-9178	Phone: 630-407-6931	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Berger Chevrolet	Vendor#:	Dept: DOT	Division: Fleet
Attn: Dale Kramer	Email: dkramer@bergerchevy.com	Attn: Bill Bell	Email: william.bell@dupagecounty.gov
Address: 2525 28th SE	City: Grand Rapids	Address: 501 N County Farm	City: Wheaton
State: MI	Zip: 49512	State: IL	Zip: 60187
Phone: 616-949-5200	Fax: 616-988-9179	Phone: 630-407-6931	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 15, 2025	Contract End Date (PO25): Oct 14, 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	3	EA	1WT9C1PPV	2024 Chevy Silverado 1500	FY25	6000	1161	54120	4400	50,594.00	151,782.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 151,782.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.