



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

**SECTION 1: DESCRIPTION**

General Tracking		Contract Terms	
FILE ID#: 24-3129	RFP, BID, QUOTE OR RENEWAL #: Bid #24-119-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$150,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 12/03/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$600,000.00
	CURRENT TERM TOTAL COST: \$150,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Lakeside International LLC	VENDOR #: 24397	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Matt Zimmerman	VENDOR CONTACT PHONE: 815-484-0031	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: mzimmerman@lakesidetrucks.com	VENDOR WEBSITE:	DEPT REQ #: 24-1500-79	

**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.).  
 DOT Fleet is requesting a purchase order from Lakeside International LLC, to furnish and deliver Navistar/International OEM Replacement Parts on an as-needed basis. This contract shall be effective December 11, 2024 through November 30, 2025, for a contract total not to exceed \$150,000.00, per low bid #24-119-DOT. This contract is subject to three one-year renewals upon mutual agreement by both parties.

**JUSTIFICATION** Summarize why this procurement is necessary and what objectives will be accomplished  
 To provide Navistar/International OEM Replacement Parts required for the maintenance and repair of 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.  
 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**

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: Lakeside International LLC	Vendor#: 24397	Dept: Division of Transportation	Division: Accounts Payable
Attn: Matt Zimmerman	Email: mzimmerman@lakesidetrucks.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 1212 Asche Avenue	City: Rockford	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 61109-0601	State: IL	Zip: 60187
Phone: 779-207-2166	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Lakeside International LLC	Vendor#: 24397	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: 11000 W. Silver Spring Road	City: Milwaukee	Address: 180 N. County Farm Road	City: Wheaton
State: WI	Zip: 53225	State: IL	Zip: 60187
Phone: 815-484-4000	Fax:	Phone: 630-407-6931	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 11, 2024	Contract End Date (PO25): Nov 30, 2025

**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		Navistar/International OEM Replacement Parts	FY25	1500	3520	52250		150,000.00	150,000.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 150,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver Navistar/International OEM Replacement Parts 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: Matt Zimmerman, 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.