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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2669	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #091422-MSI	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $35,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 11/18/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $35,000.00
	CURRENT TERM TOTAL COST: $35,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		Department Information	
VENDOR: Sid Tools Company d/b/a MSC Industrial Supply Co.	VENDOR #: 12025	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Ingrid Dykes	VENDOR CONTACT PHONE: 224-330-9744	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: dykesi@mscdirect.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-66	

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 Sid Tools Company d/b/a MSC Industrial Supply, to furnish and deliver MRO (maintenance, repair and operation) supplies for the Division of Transportation on an as-needed basis, for the period January 1, 2026 through November 8, 2026, for a contract total not to exceed $35,000.00; per contract pursuant to the Intergovernemental Cooperation Act Sourcewell #091422-MSI.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

MRO (maintenance, repair and operation) supplies are crucial for maintaining DOT's fleet and infrastructure, as well as providing essential safety equipment for our staff.

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 cooperative Sourcewell Contract #091422-MSI.
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 Sid Tools Company d/b/a MSC Industrial Supply, using the Sourcewell Contract #091422-MSI. 2. The Sourcewell cooperative has proven to be cost savings over going out for a 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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Sid Tools Company d/b/a MSC Industrial Supply Co.	Vendor#: 12025	Dept: Division of Transportation	Division: Accounts Payable
Attn: Kristin Serkowski	Email: kristin.serkowski@mscdirect.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 525 Harbour Place Drive	City: Davidson	Address: 421 N. County Farm Road	City: Wheaton
State: NC	Zip: 28036	State: IL	Zip: 60187
Phone: 262-237-7392	Fax:	Phone: 630-407-6900	Fax:
Send Payments To:		*Ship to:*	
Vendor: Sid Tools Company d/b/a MSC Industrial Supply Co.	Vendor#: 12025	Dept: Division of Transportation	Division: Hwy Maintenance
Attn:	Email:	Attn: John Gavurnik	Email: john.gavurnik@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6936	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 1, 2026	Contract End Date (PO25): Nov 8, 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		DOT Hwy Maintenance - MRO Supplies	FY26	1500	3510	52200		25,000.00	25,000.00
2	1	EA		DOT Fleet - MRO Supplies	FY26	1500	3520	52200		10,000.00	10,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 35,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver MRO (maintenance, repair and operation) supplies to DOT on an as-needed basis.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Ingrid Dykes, Kristin Serkowski, John Gavurnik, 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.