



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2834	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #112624-DAC	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$102,271.40
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 12/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$102,271.40
	CURRENT TERM TOTAL COST: \$102,271.40	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Shorewood Home and Auto	VENDOR #: 10692	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Kale Martin	VENDOR CONTACT PHONE: 815-741-2941	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: kale@shorewoodhomeandauto.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-07	
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 Shorewood Home and Auto, to furnish and deliver four (4) New John Deere ZeroTurn Mowers for the Division of Transportation, for the period December 10, 2025 through November 30, 2026, for a contract total not to exceed \$102,271.40; contract pursuant to the Intergovernmental Cooperation Act (Sourcewell #112624-DAC).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This purchase of four (4) New John Deere Zero Turn Mowers will be used for mowing throughout DuPage County Right Of Ways. The four (4) John Deere mowers will replace (E-413, E-414, E-430 and E-431), which all have exceeded their useful life.			

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 #112624-DAC.
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 Shorewood Home and Auto, using the sourcewell contract #112624-DAC. 2. The sourcewell cooperative has proven to be a cost savings over going out to bid.

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: Shorewood Home and Auto	Vendor#: 10692	Dept: Division of Transportation	Division: Accounts Payable
Attn: Kale Martin	Email: kale@shorewoodhomeandauto.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 1002 West Jefferson Street	City: Shorewood	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60404	State: IL	Zip: 60187
Phone: 815-741-2941	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Shorewood Home and Auto	Vendor#: 10692	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): Dec 10, 2025	Contract End Date (PO25): Nov 30, 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		Four (4) New John Deere Zero Turn Mowers	FY26	1500	3510	54130		102,271.40	102,271.40
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 102,271.40

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver four (4) John Deere Zero Turn Mowers for the highway maintenance.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Kale Martin, William Bell, Jason Walsh, David Koehler, Roula Eikosidekas and Mike Figuray.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. FY26 Capital Purchase:
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.