



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#: 25-0337	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #032824-KTC	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$187,012.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 02/04/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$187,012.00
	CURRENT TERM TOTAL COST: \$187,012.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: CIT Trucks LLC	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Doug Evans	VENDOR CONTACT PHONE: 224-443-0449	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: devans@cittrucks.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-08	

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 is requesting a purchase order to CIT Trucks LLC., to furnish and deliver one (1) Kenworth Semi-Tractor w/Wet Kit, for a contract total not to exceed \$187,012.00, per sourcewell contract #032824-KTC.

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

This Kenworth Semi Tractor will be used for hauling material and various roadway projects throughout DuPage County.

This Semi Tractor will replace (H-192) which has exceeded its 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 #032824-KTC.
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 Standard Equipment, using the sourcewell contract #032824-KTC. 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: CIT Trucks LLC	Vendor#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: Doug Evans	Email: devans@cittrucks.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 305 W. Northtown Road; Suite A	City: Normal	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 61761	State: IL	Zip: 60187
Phone: 224-443-0449	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: same as above.	Vendor#:	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: willaim.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 12, 2025	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	Kenworth T880	New Semi Tractor w/Wet Kit	FY25	1500	3510	54120		187,012.00	187,012.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 187,012.00

Comments	
HEADER COMMENTS	<div>Provide comments for P020 and P025.</div> <div>To furnish and deliver one (1) Kenworth Semi Tractor w/Wet Kit for the DOT Fleet.</div>
SPECIAL INSTRUCTIONS	<div>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</div> <div>Email Approved PO to Doug Evans, William Bell and Mike Figuray.</div>
INTERNAL NOTES	<div>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</div> <div>see above.</div>
APPROVALS	<div>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</div>