



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 24-0322	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$177,540.78
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$177,540.78
	CURRENT TERM TOTAL COST: \$177,540.78	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Willowbrook Ford, Inc.	VENDOR #: 12030	DEPT: Sheriffs Office	DEPT CONTACT NAME: Ed Moore
VENDOR CONTACT: Joseph Bellavia	VENDOR CONTACT PHONE: 630-986-5000	DEPT CONTACT PHONE #:	DEPT CONTACT EMAIL: ed.moore@dupagesheriff.onmicrosoft.com
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	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.). The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and/or must be assessed by a mechanic prior to being considered for replacement.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Each year as part of the budget process, the Division of Transportation will assess and recommend vehicles to be replaced for the upcoming fiscal year. Due to supply chain and reduced inventory, the County Board authorized the Division of Transportation to move forward with FY2023 through FY2026 vehicle replacement recommendations as soon as contract orders open. FY2022 replacement vehicles were previously requisitioned and ordered and then cancelled. DOT is purchasing comparable priced vehicles off dealers lot. Current PO's will be decreased/closed if applicable.			

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.
OTHER THAN LOWEST RESPONSIBLE BID	

SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. The Division of Transportation chose Willowbrook Ford, Inc. in accordance with the DuPage County Procurement Ordinance - Section 2-355 - Circumstances not suitable for bid (extreme supply chain interruption) and DT-R-0306C-22. Available cooperatives are no longer accepting new vehicle orders. Willowbrook Ford, Inc. had the vehicles available and competitively priced.
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. Award a contract to Willowbrook Ford, Inc. This is the recommended option as Willowbrook Ford, Inc. has provided pricing competitive to closed cooperatives and other area dealers.

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: Willowbrook Ford, Inc.	Vendor#: 12030	Dept: Division of Transportation	Division: Finance
Attn:	Email:	Attn: DOT Finance	Email: DOTFinance@dupagecounty.gov
Address: 7301 Kingery Hwy	City: Willowbrook	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60527	State: IL	Zip: 60187
Phone: 630-986-5000	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: same	Vendor#:	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 13, 2024	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25): Kathleen Black Curcio			

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		SO - Transit T350 MR Pass XL RWD	FY24	6000	1161	54120	4400	59,180.26	177,540.78
FY is required, assure the correct FY is selected.										Requisition Total	\$ 177,540.78

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. (3) Ford Transit T350 Mid Roof Passenger XL Vans for the DuPage County Sheriff's Office.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Vehicle Replacement Schedule (1) FY2022 - Transit (1) FY2023 - Transit (1) FY2024 - Transit
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Email copy of PO to DOTFinance@dupagecounty.gov and william.bell@dupagecounty.gov
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: ☐ W-9 ☒ Vendor Ethics Disclosure Statement

Swap #1 S-115



Preview Order 0923 - X2C 350 Med Roof Pass RWD: Order Summary Time of Preview: 09/22/2023 12:26:26 Receipt: 9/22/2023

Dealership Name: Willowbrook Ford, Inc.

Sales Code : F41063

Dealer Rep.	JOSEPH BELLAVIA	Type	Fleet	Vehicle Line	Transit	Order Code	0923
Customer Name	Dupage County	Priority Code	M2	Model Year	2024	Price Level	415

DESCRIPTION	MSRP	DESCRIPTION	MSRP
X2C0 T350 MR PASS XL RWD	\$54025	360-DEGREE CAMERA	\$0
148" WHEELBASE	\$0	BLIND SPOT ASSIST 1.0	\$0
TOTAL BASE VEHICLE	\$54025	FRONT OVERHEAD SHELF	\$75
BLUE METALLIC	\$200	UPFITTER PACKAGE	\$610
CLOTH	\$0	.MODIFIED VEHICLE WIRING SYS	\$0
DARK PALAZZO GRAY	\$0	.DUAL BATTERIES (70 AMP-HR)	\$0
PREFERRED EQUIPMENT PKG.301A	\$0	.LARGE CENTER CONSOLE	\$0
.XL TRIM	\$0	.AUXILIARY FUSE PANEL	\$0
3.5L PFDI V6 (GAS)	\$0	EXTND LENGTH RUNNING BOARDS	\$655
.10-SPEED TRANSMISSION	\$0	2 ADDITIONAL KEYS	\$75
.235/65R16C BSW ALL-SEASON	\$0	VINYL MATS FLOOR COVERING	\$120
3.73 LIMITED SLIP AXLE	\$325	HID HEADLAMPS	\$455
JOB #1 ORDER	\$0	PRIVACY GLASS	\$500
FORD FLEET SPECIAL ADJUSTMENT	\$0	SIDE SENSING SYSTEM	\$0
WHEEL WELL LINERS	\$295	ENHANCED ACTIVE PARK ASSIST	\$550
FRONT LICENSE PLATE BRACKET	\$0	15-PASSENGER SEATS	\$1495
9500# GVWR PACKAGE	\$0	E-85 FLEX FUEL CAPABLE	\$0
50 STATE EMISSIONS	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
BACK UP ALARM	\$150	SPECIAL FLEET ACCOUNT CREDIT	\$0
REVERSE BRAKE ASSIST	\$975	FUEL CHARGE	\$0
FRONT FOG LAMPS	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
ELEC AIR TEMP CONTROL	\$0	PRICED DORA	\$0
SYNC 4 AM/FM BLUETOOTH	\$930	ADVERTISING ASSESSMENT	\$0
FLEET SAFETY PACKAGE	\$35	DESTINATION & DELIVERY	\$2095
VEHICLE MAINTENANCE MONITOR	\$45		
TOTAL BASE AND OPTIONS			MSRP
DISCOUNTS			\$63610
TOTAL			NA
			\$63610

ORDERING FIN: QB382 END USER FIN: QB382

Customer Name:
Customer Address:

Customer Email:
Customer Phone:

\$58,668

347²⁶ doc Fee

165 title

\$59,180²⁶

Signature on file

9/24/23

Customer Signature

Date

This order has not been submitted to the order bank.

Swap #2

S-113



Preview Order 0924 - X2C 350 Med Roof Pass RWD: Order Summary Time of Preview: 09/22/2023 12:35:27 Receipt: 9/22/2023

Dealership Name: Willowbrook Ford, Inc.

Sales Code: F41063

Dealer Rep.	JOSEPH BELLAVIA	Type	Fleet	Vehicle Line	Transit	Order Code	0924
Customer Name	Dupage County	Priority Code	M2	Model Year	2024	Price Level	415

DESCRIPTION	MSRP	DESCRIPTION	MSRP
X2C0 T350 MR PASS XL RWD	\$54025	360-DEGREE CAMERA	\$0
148" WHEELBASE	\$0	BLIND SPOT ASSIST 1.0	\$0
TOTAL BASE VEHICLE	\$54025	FRONT OVERHEAD SHELF	\$75
BLUE METALLIC	\$200	UPFITTER PACKAGE	\$610
CLOTH	\$0	.MODIFIED VEHICLE WIRING SYS	\$0
DARK PALAZZO GRAY	\$0	.DUAL BATTERIES (70 AMP-HR)	\$0
PREFERRED EQUIPMENT PKG.301A	\$0	.LARGE CENTER CONSOLE	\$0
.XL TRIM	\$0	.AUXILIARY FUSE PANEL	\$0
3.5L PFDI V6 (GAS)	\$0	EXTND LENGTH RUNNING BOARDS	\$655
.10-SPEED TRANSMISSION	\$0	2 ADDITIONAL KEYS	\$75
.235/65R16C BSW ALL-SEASON	\$0	VINYL MATS FLOOR COVERING	\$120
3.73 LIMITED SLIP AXLE	\$325	HID HEADLAMPS	\$455
JOB #1 ORDER	\$0	PRIVACY GLASS	\$500
FORD FLEET SPECIAL ADJUSTMENT	\$0	SIDE SENSING SYSTEM	\$0
WHEEL WELL LINERS	\$295	ENHANCED ACTIVE PARK ASSIST	\$550
FRONT LICENSE PLATE BRACKET	\$0	15-PASSENGER SEATS	\$1495
9500# GVWR PACKAGE	\$0	E-85 FLEX FUEL CAPABLE	\$0
50 STATE EMISSIONS	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
BACK UP ALARM	\$150	SPECIAL FLEET ACCOUNT CREDIT	\$0
REVERSE BRAKE ASSIST	\$975	FUEL CHARGE	\$0
FRONT FOG LAMPS	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
ELEC AIR TEMP CONTROL	\$0	PRICED DORA	\$0
SYNC 4 AM/FM BLUETOOTH	\$930	ADVERTISING ASSESSMENT	\$0
FLEET SAFETY PACKAGE	\$35	DESTINATION & DELIVERY	\$2095
VEHICLE MAINTENANCE MONITOR	\$45		
TOTAL BASE AND OPTIONS			MSRP
DISCOUNTS			\$63610
TOTAL			NA
			\$63610

ORDERING FIN: QB382 END USER FIN: QB382

Customer Name:
Customer Address:

Customer Email:

Customer Phone:

Signature on file

9/26/23

Date

This order has not been submitted to the order bank.

\$58,668

347²⁶ doc Fee

165 title

\$59,180²⁶

Swap #3 S-III



Preview Order 0925 - X2C 350 Med Roof Pass RWD: Order Summary Time of Preview: 09/22/2023 12:45:52 Receipt: 9/22/2023

Dealership Name: Willowbrook Ford, Inc.

Sales Code : F41063

Dealer Rep.	JOSEPH BELLAVIA	Type	Fleet	Vehicle Line	Transit	Order Code	0925
Customer Name	Dupage County	Priority Code	M2	Model Year	2024	Price Level	415

DESCRIPTION	MSRP	DESCRIPTION	MSRP
X2C0 T350 MR PASS XL RWD	\$54025	360-DEGREE CAMERA	\$0
148" WHEELBASE	\$0	BLIND SPOT ASSIST 1.0	\$0
TOTAL BASE VEHICLE	\$54025	FRONT OVERHEAD SHELF	\$75
BLUE METALLIC	\$200	UPFITTER PACKAGE	\$610
CLOTH	\$0	.MODIFIED VEHICLE WIRING SYS	\$0
DARK PALAZZO GRAY	\$0	.DUAL BATTERIES (70 AMP-HR)	\$0
PREFERRED EQUIPMENT PKG.301A	\$0	.LARGE CENTER CONSOLE	\$0
.XL TRIM	\$0	.AUXILIARY FUSE PANEL	\$0
3.5L PFDI V6 (GAS)	\$0	EXTND LENGTH RUNNING BOARDS	\$655
.10-SPEED TRANSMISSION	\$0	2 ADDITIONAL KEYS	\$75
.235/65R16C BSW ALL-SEASON	\$0	VINYL MATS FLOOR COVERING	\$120
3.73 LIMITED SLIP AXLE	\$325	HID HEADLAMPS	\$455
JOB #1 ORDER	\$0	PRIVACY GLASS	\$500
FORD FLEET SPECIAL ADJUSTMENT	\$0	SIDE SENSING SYSTEM	\$0
WHEEL WELL LINERS	\$295	ENHANCED ACTIVE PARK ASSIST	\$550
FRONT LICENSE PLATE BRACKET	\$0	15-PASSENGER SEATS	\$1495
9500# GVWR PACKAGE	\$0	E-85 FLEX FUEL CAPABLE	\$0
50 STATE EMISSIONS	\$0	SPECIAL DEALER ACCOUNT ADJUSTM	\$0
BACK UP ALARM	\$150	SPECIAL FLEET ACCOUNT CREDIT	\$0
REVERSE BRAKE ASSIST	\$975	FUEL CHARGE	\$0
FRONT FOG LAMPS	\$0	NET INVOICE FLEET OPTION (B4A)	\$0
ELEC AIR TEMP CONTROL	\$0	PRICED DORA	\$0
SYNC 4 AM/FM BLUETOOTH	\$930	ADVERTISING ASSESSMENT	\$0
FLEET SAFETY PACKAGE	\$35	DESTINATION & DELIVERY	\$2095
VEHICLE MAINTENANCE MONITOR	\$45		

TOTAL BASE AND OPTIONS	MSRP
DISCOUNTS	\$63610
TOTAL	NA
	\$63610

ORDERING FIN: QB382 END USER FIN: QB382

Customer Name:
Customer Address:

Customer Email:
Customer Phone:

Signature on file

9/26/23

Custo

Date

This order has not been submitted to the order bank.

\$58,668
347²⁶ doc Fee
165 title
\$59,180²⁶



**DUPAGE
COUNTY**

General
630-407-6900

Maintenance
630-407-6920

Permitting
630-407-6900

Trails/Paths
630-407-6900

DIVISION OF TRANSPORTATION

630-407-6900
Fax: 630-407-6901
dot@dupageco.org

www.dupageco.org/dot

MEMORANDUM

TO: Nick Kottmeyer, P.E., Chief Administrative Officer
Jeffrey Martynowicz, Chief Financial Officer

FROM: William C. Eidson, P.E. ^{Signature on file}
County Engineer/Acting Director of Transportation

DATE: January 8, 2024

RE: FY2022/FY2023/FY2024 Vehicle Replacements

Attached are purchase requisitions for (8) eight vehicle replacements for the DuPage County Sheriff's Office, Facilities Management, and Animal Services. Four of these vehicles were originally sourced through a co-op with Currie Motors but were cancelled, then were not available to order. To meet the operational needs of this department, these vehicles have been requisitioned pursuant to FI-O-0056-22 and DT-R-0306C-22 approved by the County Board on December 12, 2023. These vehicles have been locally sourced and are available to purchase. The purchase orders with Currie Motors have been adjusted to cancel these four (4) vehicles with no penalties. I am requesting your signature approval for the Division of Transportation to process this purchase order for the FY2022/FY2023/FY2024 vehicle replacements.

Signature on file

Approved _____
Jeffrey Martynowicz
Chief Financial Officer

Date: 1/9/2024

Signature on file

Approved _____
Nick Kottmeyer, P.E.
Chief Administrative Officer

Date: 1/9/2024

Veh Procurement history

Ac	Department	Rpt Yr	Unit #	Year	Current Make	Current Model	Req Rpt Vehicle	Estimated Cost	Willowbrook Ford	Cancelled Cost	PO #	Vendor	Scheduled/ Estimated Delivery
1100-1300	Animal Control	FY2023	AC-7	2010	Ford	E-150	Transit	55,000	58,971				Not available to order
6000-1161-1100	Facilities Mngmnt	FY2022	FM-7	2009	Ford	F-150	2022 Transit 250	55,000	58,441	\$—38,184	5791-SERV	Currie Motors	Canceled. Carryover 2023 Need to Close PO
6000-1161-1100	Facilities Mngmnt	FY2022	FM-9	2009	Ford	E-150	2022 Transit 250	55,000	56,035	\$—32,696	5791-SERV	Currie Motors	Canceled. Carryover 2023 Need to Close PO
6000-1161-1100	Facilities Mngmnt	FY2024	FM-12	2009	Ford	E-150	Transit	55,000	56,035				Not available to order
6000-1161-1100	Facilities Mngmnt	FY2022	FM-35	2009	Ford	E-150	2022 Transit 250	55,000	56,035	\$—32,696	5791-SERV	Currie Motors	Canceled. Carryover 2023 Need to Close PO
6000-1161-4400	Sheriffs Office	FY2022	S-111	2004	Chevrolet	3500	2022 Transit 350	60,000	59,180	\$—45,295	5676-SERV	Currie Motors	Canceled. Carryover 2023 Need to Close PO
6000-1161-4400	Sheriffs Office	FY2023	S-113	2009	Ford	E-350	Transit	55,000	59,180				Not available to order
6000-1161-4400	Sheriffs Office	FY2024	S-115	2009	Ford	E-350	Transit	55,000	59,180				Not available to order
								445,000.00	463,059.08				

FY 2022													
Estimated Cost	Vehicle	Year	Make	Model	Usage	Veh-Age	Projected-2021	Annual Average	Projected-2024	Projected-2023	Projected-2022	05-2020	06-2019
Coroners Office													
50,000.00	C-408	2009	Chevrolet	Malibu	Coroner	12	63,401	4,877	78,032	73,155	68,278	58,524	51,667
50,000.00	C-410	2008	Chevrolet	Impala	Coroner	13	48,785	3,485	59,238	55,754	52,269	45,300	40,801
States Attorney													
40,000.00	SA-501	2010	Ford	Fusion	States Attorney	11	103,383	8,615	129,229	120,614	111,999	94,768	79,448
40,000.00	SA-506	2009	Ford	Fusion	States Attorney	12	134,275	10,329	165,261	154,933	144,604	123,946	120,198
Campus Security													
50,000.00	CS-4	2009	Chevrolet	Malibu	Campus Security	12	74,906	5,762	92,192	86,430	80,668	69,144	55,370
Probation													
40,000.00	PR-5	2009	Chevrolet	Malibu	Probation	12	126,471	9,729	155,656	145,928	136,199	116,742	111,735
40,000.00	PR-6	2009	Chevrolet	Impala LT	Probation	12	119,568	9,198	147,160	137,963	128,765	110,370	109,394
40,000.00	PR-7	2010	Chevrolet	Impala	Probation	11	86,785	7,232	108,481	101,249	94,017	79,553	76,436
Facilities Management													
40,000.00	FM-7	2009	Ford	F-150	Facilities Man.	12	50,831	3,910	62,561	58,651	54,741	46,921	43,618
40,000.00	FM-9	2009	Ford	E-150	Facilities Man.	12	20,383	1,568	25,087	23,519	21,951	18,815	18,048
40,000.00	FM-35	2009	Ford	E-150	Facilities Man.	12	26,077	2,006	32,095	30,089	28,083	24,071	23,244
OHSEM													
40,000.00	EM-6	1997	Ford	E-350	OHSEM	24	126,124	5,045	141,259	136,214	131,169	121,079	119,631
Sheriffs Office													
50,000.00	S-5	2009	Ford	Expedition	Marked Squad	12	105,286	8,099	129,583	121,484	113,385	97,187	97,037
50,000.00	S-60	2009	Ford	Expedition	Marked Squad	12	85,629	6,587	105,389	98,803	92,216	79,042	70,856
50,000.00	S-81	2010	Ford	Explorer	Marked Squad	11	128,035	10,670	160,043	149,374	138,704	117,365	117,281
50,000.00	S-7	2009	Ford	Crown Victoria	Marked Squad	12	134,053	10,312	164,988	154,676	144,365	123,741	115,641
50,000.00	S-18	2013	Ford	Interceptor	Marked Squad	8	137,937	15,326	183,917	168,590	153,264	122,611	107,092
50,000.00	S-14	2013	Ford	Interceptor	Marked Squad	8	132,629	14,737	176,838	162,102	147,365	117,892	104,438
50,000.00	S-16	2013	Ford	Interceptor	Marked Squad	8	142,117	15,791	189,489	173,698	157,908	126,326	114,543
50,000.00	S-17	2013	Ford	Interceptor	Marked Squad	8	131,406	14,601	175,208	160,607	146,006	116,805	107,485
50,000.00	S-96	2009	Ford	Crown Victoria	Marked Squad	12	132,754	10,212	163,389	153,178	142,966	122,542	105,843
50,000.00	S-140	2008	Ford	Crown Victoria	Marked Squad	13	108,902	7,779	132,238	124,459	116,680	101,123	101,023
50,000.00	S-167	2009	Ford	Crown Victoria	Detectives	12	117,553	9,043	144,680	135,638	126,505	108,510	99,522
40,000.00	S-111	2004	Chevrolet	G3500 Express	SWAP - Marked	17	57,428	3,190	67,000	63,809	60,619	54,238	51,883
50,000.00	S-3	2009	Ford	Expedition	Marked Squad	12	115,131	8,856	141,700	132,844	123,988	106,275	95,286
50,000.00	S-58	2009	Ford	Expedition	Marked Squad	12	137,758	10,597	169,548	158,951	148,355	127,161	120,447
50,000.00	S-31	2009	Ford	Crown Victoria	Marked Squad	12	115,273	8,867	141,875	133,008	124,140	106,406	97,658
50,000.00	S-38	2009	Ford	Crown Victoria	Marked Squad	12	105,615	8,124	129,988	121,864	113,740	97,491	95,362
50,000.00	S-47	2009	Ford	Crown Victoria	Marked Squad	12	105,543	8,119	129,899	121,780	113,661	97,424	94,873
50,000.00	S-77	2009	Ford	Crown Victoria	Marked Squad	12	131,950	10,150	162,400	152,250	142,100	121,800	110,561

FY 2023

Exhibit A

Vehicle #	Make	Model	Department	Replacement Vehicle	Estimated Cost With SPC Discount	Estimated Cost Without SPC Discount
AC-8	FORD	E150	Animal Control	Transit	\$ 48,500.00	\$ 60,500.00
AC-7	FORD	E150	Animal Control	Transit	\$ 48,500.00	\$ 60,500.00
BZ-6	FORD	ESCAPE	Building Zoning	Escape	\$ 30,000.00	\$ 37,500.00
BZ-11	FORD	ESCAPE	Building Zoning	Escape	\$ 30,000.00	\$ 37,500.00
CS-3	FORD	EXPLORER	Campus Security	Interceptor	\$ 45,500.00	\$ 57,000.00
H-42	FORD	F350	DOT	F350	\$ 61,000.00	\$ 76,000.00
H-46	FORD	F350	DOT	F350	\$ 61,000.00	\$ 76,000.00
H-106	FORD	F250	DOT	F250	\$ 56,000.00	\$ 71,000.00
H-113	FORD	F150	DOT	Explorer	\$ 45,500.00	\$ 57,000.00
H-123	FORD	F250	DOT (FY2022 carryover)	F350	\$ 61,000.00	\$ 76,000.00
H-129	FORD	F250	DOT (FY2022 carryover)	F350	\$ 61,000.00	\$ 76,000.00
EC-2	CHEVROLET	2500EXPRESS	Election Comm	Transit	\$ 48,500.00	\$ 60,500.00
FM-47	FORD	F250	Facilities Mngmnt	F-150	\$ 26,500.00	\$ 33,000.00
FM-6	FORD	F150	Facilities Mngmnt	F-150	\$ 26,500.00	\$ 33,000.00
G-1	FORD	F350SD4X4LT	Grounds Mntce	F-350	\$ 61,000.00	\$ 76,000.00
G-2	FORD	F350SD4X4LT	Grounds Mntce	F-350	\$ -	\$ -
HS-3	FORD	EXPLORER	Human Serv/Weatheriz	Escape	\$ 30,000.00	\$ 37,500.00
PR-8	CHEVROLET	IMPALA	Probation	Escape	\$ 30,000.00	\$ 37,500.00
PR-2	FORD	FUSION	Probation	Escape	\$ 30,000.00	\$ 37,500.00
PR-1	FORD	FUSION	Probation	Escape	\$ 30,000.00	\$ 37,500.00
SACC-510	CHEVROLET	IMPALA	SA Children's Center	Escape	\$ 30,000.00	\$ 37,500.00
SACC-512	FORD	FUSION	SA Children's Center	Escape	\$ 30,000.00	\$ 37,500.00
S-113	FORD	E-350	Sheriffs Office	Transit	\$ 48,500.00	\$ 60,500.00
S-38	FORD	CROWN VICTORIA	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-24	FORD	EXPEDITION	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-12	FORD	CROWN VICTORIA	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-214	FORD	Explorer	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-65	FORD	EXPLORER	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-68	FORD	EXPLORER	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-73	FORD	EXPLORER	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-28	FORD	Explorer	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-303	Chevy	TRAVERSE	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-132	FORD	EXPEDITION	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-305	Ford	Escape	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-29	FORD	INTERCEPTOR	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-45	FORD	EXPLORER	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
SA-517	FORD	FUSION	State's Attorney	Escape	\$ 30,000.00	\$ 37,500.00
SWM-3	FORD	EXPLORER	Stormwater	Escape	\$ 30,000.00	\$ 37,500.00

*2023 pricing is not available. Listed pricing is estimating 10% cost increase from 2022 pricing and SPC discount is estimated at 20% off estimated list

FY 2024 (Order in 2023)

Vehicle #	Make	Model	Department	Replacement Vehicle	Estimated Cost With SPC Discount	Estimated Cost Without SPC Discount
BZ-1	FORD	ESCAPE	Building Zoning	Escape	\$ 30,000.00	\$ 37,500.00
CH-14	FORD	E250	Convalescent Center	Transit	\$ 85,000.00	\$ 90,000.00
CH-13	FORD	E250	Convalescent Center	Transit	\$ 85,000.00	\$ 90,000.00
FM-12	FORD	E150	Facilities Mngmnt	Transit	\$ 48,500.00	\$ 60,500.00
FM-10	FORD	F150	Facilities Mngmnt	F-150	\$ 26,500.00	\$ 33,000.00
FM-33	FORD	F150	Facilities Mngmnt	F-150	\$ 26,500.00	\$ 33,000.00
GS-2	DODGE	GRANDCARAVAN	Gen Svc/Mailroom	Escape	\$ 30,000.00	\$ 37,500.00
HS-4	DODGE	CARAVAN	Human Serv/Weatheriz	Escape	\$ 30,000.00	\$ 37,500.00
PR-7	CHEVROLET	IMPALA	Probation	Escape	\$ 30,000.00	\$ 37,500.00
PS-4	CHEVROLET	IMPALA	Probation Services	Escape	\$ 30,000.00	\$ 37,500.00
PS-3	CHEVROLET	IMPALA	Probation Services	Escape	\$ 30,000.00	\$ 37,500.00
SACC-518	CHEVROLET	IMPALA	SA Children's Center	Escape	\$ 30,000.00	\$ 37,500.00
SACC-515	CHEVROLET	IMPALA	SA Children's Center	Escape	\$ 30,000.00	\$ 37,500.00
S-10	FORD	EXPLORER	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-115	FORD	E350	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-151	FORD	EXPLORER	Sheriffs Office	Transit	\$ 48,500.00	\$ 60,500.00
S-322	GMC	ACADIA	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-333	GMC	ACADIA	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-20	FORD	INTERCEPTOR	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-52	FORD	INTERCEPTOR	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-8	FORD	INTERCEPTOR	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-64	FORD	INTERCEPTOR	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-37	FORD	INTERCEPTOR	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-69	FORD	INTERCEPTOR	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-56	FORD	INTERCEPTOR	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-89	FORD	INTERCEPTOR	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-84	FORD	INTERCEPTOR	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
S-46	FORD	INTERCEPTOR	Sheriffs Office	Interceptor	\$ 45,500.00	\$ 57,000.00
SWM-25	FORD	ESCAPE	Stormwater	Escape	\$ 30,000.00	\$ 37,500.00

*2024 pricing is not available. Listed pricing is assuming vehicles are ordered in 2023 and estimating 10% cost increase from 2022 pricing and SPC discount is estimated at 20% off estimated list



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$226,547.04
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$226,547.04
	CURRENT TERM TOTAL COST: \$226,547.04	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Willowbrook Ford, Inc.	VENDOR #: 12030	DEPT: Facilities Management	DEPT CONTACT NAME: Tim Harbaugh
VENDOR CONTACT: Joseph Bellavia	VENDOR CONTACT PHONE: 630-986-5000	DEPT CONTACT PHONE #: 630-407-5670	DEPT CONTACT EMAIL: tim.harbaugh@dupagecounty.gov
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	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.). The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and/or must be assessed by a mechanic prior to being considered for replacement.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Each year as part of the budget process, the Division of Transportation will assess and recommend vehicles to be replaced for the upcoming fiscal year. Due to supply chain and reduced inventory, the County Board authorized the Division of Transportation to move forward with FY2023 through FY2026 vehicle replacement recommendations as soon as contract orders open. FY2022 replacement vehicles were previously requisitioned and ordered and then cancelled. DOT is purchasing comparable priced vehicles off dealers lot. Current PO's will be decreased/closed if applicable.			

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.
OTHER THAN LOWEST RESPONSIBLE BID	

SECTION 3: DECISION MEMO

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. The Division of Transportation chose Willowbrook Ford, Inc. in accordance with the DuPage County Procurement Ordinance - Section 2-355 - Circumstances not suitable for bid (extreme supply chain interruption) and DT-R-0306C-22. Available cooperatives are no longer accepting new vehicle orders. Willowbrook Ford, Inc. had the vehicles available and competitively priced.
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. Award a contract to Willowbrook Ford, Inc. This is the recommended option as Willowbrook Ford, Inc. has provided pricing competitive to closed cooperatives and other area dealers.