



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#: 25-0387	RFP, BID, QUOTE OR RENEWAL #: 23-011-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$101,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/18/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$404,000.00
	CURRENT TERM TOTAL COST: \$101,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Petroleum Traders Corporation	VENDOR #: 30686	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Joseph Vanderpool	VENDOR CONTACT PHONE: 260-203-3820	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: jvanderpool@petroleumtraders.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
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 to Petroleum Traders Corporation, to furnish and deliver off road diesel fuel, as needed, for the Power Plant and Standby Power Facility, for the period April 1, 2025 through March 31, 2026, for Facilities Management, for a contract total not to exceed \$101,000, per renewal option under bid award #23-011-DOT, second of three options to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Fuel is necessary for the operation of the Power Plant and Standby Power Facility for scheduled testing and for continuity of operation in the event of a power outage.			

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.
RENEWAL	
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: Petroleum Traders Corporation	Vendor#: 30686	Dept: Facilities Management	Division:
Attn: Joseph Vanderpool	Email: Jvanderpool@petroleumtraders.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 7120 Point Inverness Way PO Box 2357	City: Fort Wayne	Address: 421 N. County Farm Road	City: Wheaton
State: IN	Zip: 46801-2357	State: IL	Zip: 60187
Phone: 888-637-7661	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Petroleum Traders Corporation	Vendor#: 30686	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 7120 Point Inverness Way PO Box 2357	City: Fort Wayne	Address: 410 N. County Farm Road	City: Wheaton
State: IN	Zip: 46801-2357	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-878-0978	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 1, 2025	Contract End Date (PO25): Mar 31, 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	LO		Fuel & Lubricants	FY25	1000	1100	52260		50,500.00	50,500.00
2	1	LO		Fuel & Lubricants	FY26	1000	1100	52260		50,500.00	50,500.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 101,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver off road diesel fuel, as needed, for the Power Plant and Standby Power Facility, as needed, for Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 02/18/25 County Board: 02/25/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.