



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#: 25-1125	RFP, BID, QUOTE OR RENEWAL #: Sole Source	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$20,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 05/06/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$20,000.00
	CURRENT TERM TOTAL COST: \$20,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Henderson Products, Inc.	VENDOR #: 12170	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Kathleen Weber	VENDOR CONTACT PHONE: 563-927-2828	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: kweber@hendersonproducts.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-46	

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 Henderson Products Inc., to furnish and deliver genuine Henderson OEM replacement parts and service for the repair of various County-owned Henderson equipment on an as-needed basis for the Division of Transportation, for the period June 1, 2025 through May 31, 2026, for a total contract amount of \$20,000.00; per 55 ILCS 5/5-1022(c) not suitable for competitive bids (sole source - direct replacement of compatible equipment parts).

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

To purchase Henderson OEM replacement parts and provide factory authorized service for the repair of various County-owned Henderson equipment.

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.
SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)	
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

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES
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. Henderson Products, is a sole source provider of all Henderson equipment replacement parts and warranty services, in Wheaton Illinois market area.
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. Yes.
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. Attached letter confirms that Henderson Products, is the sole distributor of genuine Henderson OEM parts and service in the Wheaton Illinois area.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Henderson Products, Inc.	Vendor#: 12170	Dept: Division of Transportation	Division: Accounts Payable
Attn: Kathleen Weber	Email: kweber@hendersonproducts.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 1085 S. 3rd Street	City: Manchester	Address: 421 N. County Farm Road	City: Wheaton
State: IA	Zip: 52057	State: IL	Zip: 60187
Phone: 563-927-2828	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Henderson Products, Inc.	Vendor#: 12170	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): Jun 1, 2025	Contract End Date (PO25): May 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	EA		Henderson OEM Parts	FY25	1500	3520	52250		10,000.00	10,000.00
2	1	EA		Service Repairs	FY25	1500	3520	53380		3,000.00	3,000.00
3	1	EA		Henderson OEM Parts	FY26	1500	3520	52250		5,000.00	5,000.00
4	1	EA		Service Repairs	FY26	1500	3520	53380		2,000.00	2,000.00
										Requisition Total	\$ 20,000.00

FY is required, ensure the correct FY is selected.

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver Henderson parts and service repairs on various County owned and operated equipment for the DOT Fleet.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Kathleen Weber, William Bell 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.