



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#: 25-1113	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #100124	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$225,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 04/15/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$225,000.00
	CURRENT TERM TOTAL COST: \$225,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: NAPA Auto Parts	VENDOR #: 11213-P1	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: John Gaudio	VENDOR CONTACT PHONE: 630-305-8888	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: john_gaudio@napasalesteam.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-31	

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 to NAPA Auto Parts, to furnish and deliver automotive repair and replacement parts on an as-needed basis for the Division of Transportation, for the period May 20, 2025 through April 30, 2026, for a total contract value not to exceed \$225,000.00; per contract pursuant to the Intergovernmental Cooperation Act Sourcewell #100124.

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

To establish a contract for purchasing automotive repair and replacement parts necessary for maintaining the County's fleet of more than 700 vehicles and items of 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.
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 #100124.
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 NAPA Auto Parts, using the sourcewell #100124. 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: NAPA Auto Parts	Vendor#: 11213-P1	Dept: Division of Transportation	Division: Accounts Payable
Attn: John Gaudio	Email: john_gaudio@napasalesteam.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 700 Enterprise Ct.	City: Naperville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60563	State: IL	Zip: 60187
Phone: 630-305-8888	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: NAPA Auto Parts	Vendor#: 11213-P1	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: 5959 Collections Center Dr.	City: Chicago	Address: 180 N. County Farm Road	City: Wheaton
State: IL	Zip: 60693	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): May 20, 2025	Contract End Date (PO25): Apr 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		Auto Equip Parts	FY25	1500	3520	52250		97,500.00	97,500.00
2	1	EA		Misc Tools	FY25	1500	3520	52000		2,500.00	2,500.00
3	1	EA		Operating Supplies	FY25	1500	3520	52200		5,000.00	5,000.00
4	1	EA		Fuel/Lubricants	FY25	1500	3520	52260		4,000.00	4,000.00
5	1	EA		Auto Chemicals	FY25	1500	3520	52330		3,500.00	3,500.00
6	1	EA		Auto Equip Parts	FY26	1500	3520	52250		97,500.00	97,500.00
7	1	EA		Misc Tools	FY26	1500	3520	52000		2,500.00	2,500.00
8	1	EA		Operating Supplies	FY26	1500	3520	52200		5,000.00	5,000.00
9	1	EA		Fuel/Lubricants	FY26	1500	3520	52260		4,000.00	4,000.00
10	1	EA		Auto Chemicals	FY26	1500	3520	52330		3,500.00	3,500.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 225,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver automotive repair and replacement parts 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 John Gaudio, William Bell and Mike Figuary.
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.