



# 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#: 25-0564	RFP, BID, QUOTE OR RENEWAL #: #25-015-DOT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$29,544.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 03/04/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$29,544.00
	CURRENT TERM TOTAL COST: \$29,544.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Brad Bailey Sales d/b/a Lake County Trailers	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Brad Bailey	VENDOR CONTACT PHONE: 847-710-7225	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: brad@lakecountytrailers.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-16	
<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 purchase order to Lake County Trailers, to furnish and deliver (2) Enclosed Trailers for the Division of Transportation, for the period of March 4, 2025 through November 30, 2025, for a contract total not to exceed \$29,544.00; per bid #25-015-DOT.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished			
These two (2) Enclosed Trailers will be used to transport equipment for various projects along the DuPage County Trails and Highway Systems.			
Replaces ET-8 and ET-12 which have exceeded their 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.
OTHER THAN LOWEST BID	

### SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Bid # 25-015-DOT.
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 recommends awarding to Lake County Trailers for an additional cost of \$298 above the lowest bidder. The trailer Lake County Trailers submitted includes a heavier duty ramp, additional safety lighting, and flooring which has a non-slip coating applied. All of these items provide value and increase the safety of our staff. 2. Award to Russo Power Equipment for a savings of \$298 and sacrifice the additional features listed above. 3. Status quo.

## 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>	
<b>Vendor:</b> Brad Bailey Sales d/b/a Lake County Trailers	<b>Vendor#:</b>	<b>Dept:</b> Division of Transportation	<b>Division:</b> Accounts Payable
<b>Attn:</b> Brad Bailey	<b>Email:</b> brad@lakecountytrailers.com	<b>Attn:</b> Kathy Curcio	<b>Email:</b> DOTFinance@dupagecounty.gov
<b>Address:</b> 570 E. Burnett Road	<b>City:</b> Island Lake	<b>Address:</b> 421 N. County Farm Road	<b>City:</b> Wheaton
<b>State:</b> IL	<b>Zip:</b> 60042	<b>State:</b> IL	<b>Zip:</b> 60187
<b>Phone:</b> 847-710-7225	<b>Fax:</b>	<b>Phone:</b> 630-407-6900	<b>Fax:</b>
<i>Send Payments To:</i>		<i>Ship to:</i>	
<b>Vendor:</b> Brad Bailey Sales d/b/a Lake County Trailers	<b>Vendor#:</b>	<b>Dept:</b> Division of Transportation	<b>Division:</b> Fleet Department
<b>Attn:</b>	<b>Email:</b>	<b>Attn:</b> William Bell	<b>Email:</b> william.bell@dupagecounty.gov
<b>Address:</b> same as above.	<b>City:</b>	<b>Address:</b> 180 N. County Farm Road	<b>City:</b> Wheaton
<b>State:</b>	<b>Zip:</b>	<b>State:</b> IL	<b>Zip:</b> 60187
<b>Phone:</b>	<b>Fax:</b>	<b>Phone:</b> 630-407-6931	<b>Fax:</b>
Shipping		Contract Dates	
<b>Payment Terms:</b> PER 50 ILCS 505/1	<b>FOB:</b> Destination	<b>Contract Start Date (PO25):</b> Mar 4, 2025	<b>Contract End Date (PO25):</b> 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		(2) Enclosed Mowing Trailers w/License, Title & Plates.	FY25	1500	3510	52000		29,544.00	29,544.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 29,544.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver (2) Enclosed Mowing Trailers 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 Brad Bailey, William Bell, Jason Walsh 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.