



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: PW-P-0009-24	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$193,123.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/02/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$193,123.00
	CURRENT TERM TOTAL COST: \$193,123.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: CIT Trucks - Rockford	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Doug Evans	VENDOR CONTACT PHONE: (815) 639-2000	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: devans@cittrucks.com	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.). Procure one (1) 2025 Kenworth T480 chassis per Sourcwell Contract # 060920-KTC with dump body furnished by GPM Truck Center, delivered complete to DuPage County Public Works for \$193,123.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DuPage County Public Works and DuPage County Stormwater Division will split the cost and utilization of the new chassis and dump body. The procurement of the new truck has the intension to replace an existing 2002 Sterling LT8500 dump truck with approximately 162,000 miles. The dump truck is regularly used to haul stone, dirt, asphalt, or other materials needing hauling for DuPage County Pubic Works and DuPage County Stormwater Department.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. 3 vendors were contacted for a request for quote for procuring one (1) Kenworth or Peterbilt chassis and dump body. Two (2) vendors replied, utilizing the Cooperative purchasing agreement; Sourcwell. One vendor was disqualified due to not meeting the specifications. It was identified that CIT-Trucks was the lowest responsible bidder through the Sourcwell Cooperative Purchasing Agreement.
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) Recommended to purchase one (1) Kenworth T480 chassis and attached GPM Truck Center dump body for an amount not to exceed \$193,123.00 through CITTrucks - Rockford. 2) Purchase a dump body truck from a local vendor on a lot. Not recommended due to cost and availability. 3) Not approve purchase at this time. Not recommended due to the impact on system maintenace reliability.

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: CIT Trucks - Rockford	Vendor#:	Dept: Public Works	Division: Public Works
Attn: Doug Evans	Email: devans@cittrucks.com	Attn: Accounts Payable	Email: pwaccountspayable@dupagecount y.com
Address: 4301 N. Bell School Rd	City: Loves Park	Address: 7900 S Rt. 53	City: Woodridge
State: IL	Zip: 61111	State: IL	Zip: 60515
Phone: 815-639-2000	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as above	Vendor#:	Dept: Same as above	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): Apr 10, 2024	Contract End Date (PO25): Apr 9, 2025
Contract Administrator (PO25): Drew Cormican			

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		2025 Kenworth T480 with dump body	FY24	2000	2665	54120		96,561.50	96,561.50
2	1	EA		2025 Kenworth T480 with dump body	FY24	1600	3000	54120		96,561.50	96,561.50
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 193,123.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
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