



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#:	RFP, BID, QUOTE OR RENEWAL #: Bid #26-037-DOT	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$33,280.46
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 05/19/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$33,280.46
	CURRENT TERM TOTAL COST: \$33,280.46	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Sutton Ford, Inc.	VENDOR #: 32600	DEPT: State's Attorney's Office	DEPT CONTACT NAME: Nicholas Sinn
VENDOR CONTACT: Scott Ourednik	VENDOR CONTACT PHONE: 708-720-8040	DEPT CONTACT PHONE #: 630-407-8016	DEPT CONTACT EMAIL: nicholas.sinn@dupagecounty.gov
VENDOR CONTACT EMAIL: sourednik@suttonford.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.).

Recommendation for the approval of a contract to Sutton Ford, Inc., to furnish and deliver one (1) 2026 Black Ford Bronco Sport 4x4 Big Bend for State's Attorney's Office, for a contract total not to exceed \$33,280.46, per lowest responsible bid #26-037-DOT.

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

The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and/or must be assessed by a mechanic prior to being considered for replacement. These vehicles meet criteria and DOT recommends replacement.

This vehicle will replace SACC-507 .

**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.

LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)

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: Sutton Ford, Inc.	Vendor#: 32600	Dept: Division of Transportation	Division: Accounts Payable
Attn: Scott Ourednik	Email: sourednik@suttonford.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 21315 Central Avenue	City: Matteson	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60443	State: IL	Zip: 60187
Phone: 708-720-8040	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Sutton Ford, Inc.	Vendor#: 32600	Dept: Division of Transportation	Division: DOT Fleet
Attn: Lauri Delbarba	Email: lauridelbarba@suttonford.com	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone: 708-720-8067	Fax:	Phone: 630-407-6931	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 27, 2026	Contract End Date (PO25): Nov 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		2026 Black Ford Bronco Sport 4x4 Big Bend	FY26	6000	1161	54120	6500	33,280.46	33,280.46
										Requisition Total	\$ 33,280.46

***FY is required, ensure the correct FY is selected.***

<i>Comments</i>	
HEADER COMMENTS	<p>Provide comments for P020 and P025.</p> <p>To furnish and deliver one (1) 2026 Black Ford Bronco Sport 4x4 Big Bend to State's Attorney's Office.</p>
SPECIAL INSTRUCTIONS	<p>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</p> <p>Email Approved PO to: Scott Ourednik, Nick Sinn, Robert Lyons, William Bell, DOT Finance, Roula Eikosidekas and Mike Figuray.</p>
INTERNAL NOTES	<p>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</p> <p><b>** Municipal License Plates, Title and Document Fees Included **</b></p>
APPROVALS	<p>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</p>