



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 #: SOURCEWELL #062222-AEB	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$2,664,040.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 07/11/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$2,664,040.00
	CURRENT TERM TOTAL COST: \$2,664,040.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Rush Truck Centers of Illinois, Inc.	VENDOR #: 13272-P2	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Dave Mueller	VENDOR CONTACT PHONE: 708-295-5800	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: muellerd@rushenterprises.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-56	
<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.).  DOT is requesting a purchase order to Rush Trucks, to furnish and deliver eight (8) Plow Trucks with snow and ice equipment, for a contract total not to exceed \$2,664,040.00, per Source-well Contract #062222-AEB.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  A core function of DOT is clearing snow and ice from the roadway to ensure safety for the motoring public. Due to current market conditions, Plow truck build and delivery schedules are 36 months out. Eight (8) trucks are being purchased in order to ensure a reliable, fully operational winter response fleet. Purchasing now will secure pricing and delivery schedule.			

### 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.  These trucks will be purchased through Source-well Contract #062222-AEB.
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).  DOT staff recommendation to issue PO to Rush Truck Center under the Source-well Contract #062222-AEB. The Source-well Cooperative has proven to be a cost savings over going out for bid locally.

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: Rush Truck Centers of Illinois, Inc.	Vendor#: 13272-P2	Dept: Division of Transportation	Division: Accounts Payable
Attn: Dave Mueller	Email: MuellerD@RushEnterprises.com	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: PO Box 34630	City: San Antonio	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 78265-4630	State: IL	Zip: 60187
Phone: 708-295-5800	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Rush Truck Centers of Illinois, Inc.	Vendor#: 13272-P2	Dept: Division of Transportation	Division: Highway Maintenance
Attn:	Email:	Attn: Jason Walsh	Email: jason.walsh@dupageco.org
Address: PO Box 34630	City: San Antonio	Address: 140 N. County Farm Road	City: Wheaton
State: TX	Zip: 78265-4630	State: IL	Zip: 60187
Phone: 708-295-5800	Fax:	Phone: 630-407-6925	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 19, 2023	Contract End Date (PO25): Aug 15, 2026
Contract Administrator (PO25): Roula Eikosidekas			

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	4	EA		(4) Tandem Axle Six Wheelers with Snow & Ice Equipment - Asphalt style dump bodies with slide in V-Boxes	FY26	1500	3510	54130		342,441.00	1,369,764.00
2	2	EA		(2) Tandem Axle Six Wheelers with Snow & Ice Equipment - Frame Mounted V-Box with 11' Front Wing Mount	FY26	1500	3510	54130		334,663.00	669,326.00
3	2	EA		(2) Tandem Axle Six Wheelers with Snow & Ice Equipment - Frame Mounted V-Box with 8' mid mounted patrol wing	FY26	1500	3510	54130		312,475.00	624,950.00
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 2,664,040.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver eight (8) Plow Trucks with snow and ice equipment for DOT.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to Dave Mueller, Jason Walsh, 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.

The following documents have been attached: ☒ W-9 ☒ Vendor Ethics Disclosure Statement