



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 #: #24-101-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$50,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 11/19/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$200,000.00
	CURRENT TERM TOTAL COST: \$50,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Imperial Lubes and Supply	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Ed Ouimet	VENDOR CONTACT PHONE: 847-262-5959	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: ed@imperiallubes.com	VENDOR WEBSITE:	DEPT REQ #: 24-1500-64	

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.).

DOT Fleet is requesting a purchase order from Imperial Lubes & Supply, to furnish and deliver automotive lubricants on a as-needed basis. The contract shall be effective December 1, 2024 through November 30, 2025, for a contract total not to exceed \$50,000.00, per low bid #24-101-DOT. This contract shall be subject to three one-year renewals upon mutual agreement by both parties.

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

Automotive lubricants are used to maintain the County DOT vehicles and 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.
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	
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: Imperial Lubes and Supply	Vendor#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: Ed Ouimet	Email: ed@imperiallubes.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 3940 Tannahill Drive	City: Gurnee	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60031	State: IL	Zip: 60187
Phone: 847-262-5959	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Imperial Lubes and Supply	Vendor#:	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: same as above.	City:	Address: 180 N. County Farm Road	City: Wheaton
State:	Zip:	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): Dec 1, 2024	Contract End Date (PO25): 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		Automotive Lubricants	FY25	1500	3520	52260		50,000.00	50,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 50,000.00

Comments	
HEADER COMMENTS	<div>Provide comments for P020 and P025.</div> <div>To furnish and deliver automotive lubricants for the DOT Fleet.</div>
SPECIAL INSTRUCTIONS	<div>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</div> <div>Email Approved PO to: Ed Ouimet, William Bell and Mike Figuray.</div>
INTERNAL NOTES	<div>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</div> <div>see above.</div>
APPROVALS	<div>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</div>