



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 #101520-NVS | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$130,000.00 |
| COMMITTEE: TRANSPORTATION | TARGET COMMITTEE DATE: 11/21/2023 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$130,000.00 |
| | CURRENT TERM TOTAL COST: \$130,000.00 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Navistar Inc. d/b/a Fleet Charge | VENDOR #: 436081 | DEPT: Division of Transportation | DEPT CONTACT NAME: Roula Eikosidekas |
| VENDOR CONTACT: Laura Parris | VENDOR CONTACT PHONE: | DEPT CONTACT PHONE #: 630-407-6920 | DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org |
| VENDOR CONTACT EMAIL: customer-service@fleetcharge.com | VENDOR WEBSITE: | DEPT REQ #: 23-1500-80 | |
| <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 Fleet is requesting a contract with Navistar d/b/a Fleet Charge to furnish and deliver International Repair and Replacement Parts on as-needed basis. Effective December 1, 2023 through November 30, 2024, for a contract total not to exceed \$130,000.00, per Sourcewell Contract #101520-NVS. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished | | | |
| To provide International repair and replacement parts required for the maintenance and repair of County owned and operated 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. |
| 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. FINANCIAL PLANNING |
| SOURCE SELECTION | Describe method used to select source. This contract was setup using the cooperative Sourcewell Contract #101520-NVS. |
| 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 staff recommends issuing a purchase order to Navistar d/b/a Fleet Charge, using the Sourcewell Contract #101520-NVS. 2. Taking no action will result in lack of parts needed to perform essential County operations. |

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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|--------------------------------------|---|
| 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: Navistar Inc. d/b/a Fleet Charge | Vendor#: 436081 | Dept: Division of Transportation | Division: Accounts Payable |
| Attn: Laura Parris | Email: customer-service@fleetcharge.com | Attn: Kathy Curcio | Email: DOTFinance@dupageco.org |
| Address: 2701 Navistar Drive | City: Lisle | Address: 421 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60532 | State: IL | Zip: 60187 |
| Phone: 630-909-2418 | Fax: | Phone: 630-407-6892 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Navistar Inc. d/b/a Fleet Charge | Vendor#: 436081 | Dept: Division of Transportation | Division: Fleet Department |
| Attn: | Email: | Attn: William Bell | Email: william.bell@dupageco.org |
| Address: 2701 Navistar Drive | City: Lisle | Address: 180 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60532 | 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, 2023 | Contract End Date (PO25): Nov 30, 2024 |
| 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 | 1 | EA | | Navistar/International Repair and Replacement Parts | FY24 | 1500 | 3520 | 52250 | | 130,000.00 | 130,000.00 |
| <i>FY is required, assure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 130,000.00 |

| <i>Comments</i> | |
|----------------------|--|
| HEADER COMMENTS | Provide comments for P020 and P025. To furnish and deliver Navistar/International repair and replacement parts 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: Alex Novak (novaka@rushenterprises.com) Timothy Conroy (conroyt@rushenterprises.com) customer-service@fleetcharge.com (Laura Parris 888-678-0550) Tracie.Queen@navistar.com William Bell 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. |

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