



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#: 26-0960	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #100124-GPC	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$230,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 04/07/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$230,000.00
	CURRENT TERM TOTAL COST: \$230,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Genuine Parts Company d/b/a NAPA Auto Parts	VENDOR #: 11213-P1	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: John Gaudio	VENDOR CONTACT PHONE: 630-305-8888	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: john_gaudio@napasalesteam.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-31	
<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.). Recommendation for the approval of a contract to Genuine Parts Company d/b/a NAPA Auto Parts, to furnish and deliver automotive repair and replacement parts on an as-needed basis for the Division of Transportation, for the period May 1, 2026 through April 30, 2027, for a total contract value not to exceed \$230,000.00; per contract pursuant to the Intergovernmental Cooperation Act Sourcewell Contract #100124-GPC.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To establish a contract for purchasing automotive repair and replacement parts necessary for maintaining the County's fleet of more than 700 vehicles and items of 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	
SOURCE SELECTION	Describe method used to select source. This contract was setup using the cooperative Sourcewell Contract #100124-GPC.
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 Genuine Parts Company d/b/a NAPA Auto Parts, using the Sourcewell Contract #100124-GPC. 2. Request bids. 3. Status quo.

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: Genuine Parts Company d/b/a NAPA Auto Parts	Vendor#: 11213-P1	Dept: Division of Transportation	Division: Accounts Payable
Attn: John Gaudio	Email: john_gaudio@napasalesteam.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 700 Enterprise Ct.	City: Naperville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60563	State: IL	Zip: 60187
Phone: 630-305-8888	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Genuine Parts Company d/b/a NAPA Auto Parts	Vendor#: 11213-P1	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: 5959 Collections Center Dr.	City: Chicago	Address: 180 N. County Farm Road	City: Wheaton
State: IL	Zip: 60693	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): May 1, 2026	Contract End Date (PO25): Apr 30, 2027

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		Auto Equip Parts	FY26	1500	3520	52250		100,000.00	100,000.00
2	1	EA		Misc Tools	FY26	1500	3520	52000		7,500.00	7,500.00
3	1	EA		Operating Supplies	FY26	1500	3520	52200		2,000.00	2,000.00
4	1	EA		Fuel/Lubricants	FY26	1500	3520	52260		3,000.00	3,000.00
5	1	EA		Auto Chemicals	FY26	1500	3520	52330		1,500.00	1,500.00
6	1	EA		Instruction/Schooling	FY26	1500	3520	53610		1,000.00	1,000.00
7	1	EA		Auto Equip Parts	FY27	1500	3520	52250		100,000.00	100,000.00
8	1	EA		Misc Tools	FY27	1500	3520	52000		7,500.00	7,500.00
9	1	EA		Operating Supplies	FY27	1500	3520	52200		2,000.00	2,000.00
10	1	EA		Fuel/Lubricants	FY27	1500	3520	52260		3,000.00	3,000.00
11	1	EA		Auto Chemicals	FY27	1500	3520	52330		1,500.00	1,500.00
12	1	EA		Instruction/Schooling	FY27	1500	3520	53610		1,000.00	1,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 230,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver automotive 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: John Gaudio, William Bell, Roula Eikosidekas 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.