



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#: 26-1210	RFP, BID, QUOTE OR RENEWAL #: #26-025-DOT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$51,045.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 04/21/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$51,045.00
	CURRENT TERM TOTAL COST: \$51,045.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Coras Trailer Manufacturing Inc. d/b/a Coras Welding Shop, Inc.	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Brian Ruff	VENDOR CONTACT PHONE: 815-672-7950	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: salesrep@corastrailers.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-54	
<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 purchase order to Coras Trailer Manufacturing Inc. d/b/a Coras Welding Shop, Inc. to furnish and deliver one (1) HI-Semi Dump Trailer for the Division of Transportation, for a contract total not to exceed \$51,045.00; per lowest responsible bid #26-025-DOT.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The purchase of one Hi-Semi Dump Trailer will be used to transport materials for various road maintenance and repair projects throughout DuPage County, improving the quality and rideability of our roadway systems.			

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: Coras Trailer Manufacturing Inc. d/b/a Coras Welding Shop, Inc.	Vendor#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: Brian Ruff	Email: salesrep@corastrailers.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 1901 N. Shabbona St.	City: Streator	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 61364	State: IL	Zip: 60187
Phone: 815-672-7950	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Coras Trailer Manufacturing Inc. d/b/a Coras Welding Shop, Inc.	Vendor#:	Dept: Division of Transportation	Division: Fleet Department
Attn: Spring Berg - Controller	Email: info@corastrailers.com	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: 1901 N. Shabbona St.	City: Streator	Address: 180 N. County Farm Road	City: Wheaton
State: IL	Zip: 601364	State: IL	Zip: 60187
Phone: 815-672-7950	Fax:	Phone: 630-407-6931	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 29, 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		HI-Semi Dump Trailer	FY26	1500	3510	54130		51,045.00	51,045.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 51,045.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver one (1) HI-Semi Dump Trailer 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: Brian Ruff, William Bell, David Koehler, Roula Eikosidekas and Mike Figuray.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. FY26 Capital Purchase.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.