



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

| General Tracking | | Contract Terms | |
|--|---|--|--|
| FILE ID#: | RFP, BID, QUOTE OR RENEWAL #: 25-061-OHSEM | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$0.00 |
| COMMITTEE: JUDICIAL AND PUBLIC SAFETY | TARGET COMMITTEE DATE: 08/19/2025 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$0.00 |
| | CURRENT TERM TOTAL COST: \$0.00 | MAX LENGTH WITH ALL RENEWALS: THREE YEARS | CURRENT TERM PERIOD: INITIAL TERM |
| Vendor Information | | Department Information | |
| VENDOR: Dazzo's Auto Repair & Towing | VENDOR #: | DEPT: OHSEM/Security Division | DEPT CONTACT NAME: Craig Dieckman |
| VENDOR CONTACT: Robert Dazzo | VENDOR CONTACT PHONE: 630-668-6095 | DEPT CONTACT PHONE #: 630-407-2916 | DEPT CONTACT EMAIL: craig.dieckman@dupagecounty.gov |
| VENDOR CONTACT EMAIL: robertdazzo@sbcglobal.net | VENDOR WEBSITE: | DEPT REQ #: | |
| 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.). Provide towing services and vehicle storage for unauthorized vehicles at the DuPage County Government Center campus. An RFQ was issued. All costs are paid by the vehicle owner. There is no cost to DuPage County. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Vehicles are sometimes abandoned or parked without authorization on DuPage County property and need to be removed. This company will tow and store vehicles at the owner's expense. There is no cost to DuPage County. | | | |

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: Dazzo's Auto Repair & Towing | Vendor#: | Dept: OHSEM | Division: Security Division |
| Attn: Robert Dazzo | Email: robertdazzo@sbcglobal.net | Attn: Craig Dieckman | Email: craig.dieckman@dupagecounty.gov |
| Address: 853 E. Wilson Street | City: Batavia | Address: 421 N County Farm Road | City: Wheaton |
| State: IL | Zip: 60510 | State: IL | Zip: 60187 |
| Phone: 630-761-0309 | Fax: | Phone: 630-407-2916 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Dazzo's Auto Repair & Towing | Vendor#: | Dept: OHSEM | Division: Security Division |
| Attn: Robert Dazzo | Email: robertdazzo@sbcglobal.net | Attn: Craig Dieckman | Email: craig.dieckman@dupagecounty.gov |
| Address: 853 E. Wilson Street | City: Batavia | Address: 421 N County Farm Road | City: Wheaton |
| State: IL | Zip: 60510 | State: IL | Zip: 60187 |
| Phone: 630-668-6095 | Fax: | Phone: 630-407-2916 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Sep 1, 2025 | 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 | | EA | | | FY25 | | | | | | 0.00 |
| <i>FY is required, ensure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 0.00 |

| Comments | |
|----------------------|--|
| HEADER COMMENTS | Provide comments for P020 and P025. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. All charges are paid by the vehicle owner. There is no cost to DuPage County. |
| INTERNAL NOTES | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |