



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>	
MINUTETRAQ ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$35,355.00
COMMITTEE: COUNTY BOARD	TARGET COMMITTEE DATE: 06/13/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$35,355.00
	CURRENT TERM TOTAL COST: \$35,355.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Friendly Ford	VENDOR #: 40625	DEPT: States Attorney	DEPT CONTACT NAME: Catherine Hundley
VENDOR CONTACT: Erik Grimmer	VENDOR CONTACT PHONE: 630-924-8686	DEPT CONTACT PHONE #: 407-2733	DEPT CONTACT EMAIL: catherine.hundley@dupageco.org
VENDOR CONTACT EMAIL:	VENDOR WEBSITE: www.friendlyford.com	DEPT REQ #:	
<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.). The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and/or must be assessed by a mechanic prior to being considered for replacement.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This vehicle is an addition to the SAO Fleet.			

### 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.
OTHER THAN LOWEST RESPONSIBLE BID	

### 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. The Division of Transportation chose Friendly Ford in accordance with the DuPage County Procurement Ordinance - Section 2-355 - Circumstances not suitable for bid (extreme supply chain interruption) and DT-R-0306B-22. Available cooperatives are no longer accepting new vehicle orders. The DOT contacted three (3) vendors for vehicle availability and pricing. Friendly Ford had a vehicle available and competitively priced.
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. Award a contract to Friendly Ford. This is the recommended option as Friendly Ford has provided pricing competitive to closed cooperatives and other area dealers. The vehicle is immediately available.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Friendly Ford	Vendor#: 40625	Dept: Division of Transportation	Division: DOT Finance
Attn: Erik Grimmer	Email:	Attn:	Email: DOTFinance@dupageco.org
Address: 333 E. Irving Park Road	City: Roselle	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60172	State: IL	Zip: 60187
Phone: 630-824-8686	Fax:	Phone: 630-407-6900	Fax: 630-407-6901
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: same as above	Vendor#:	Dept: Division of Transportation	Division: Fleet Maintenance
Attn:	Email:	Attn: William Bell	Email: william.bell@dupageco.org
Address:	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): May 24, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25): Kathleen (Black) Curcio			

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		Ford Bronco Sport	FY23	6000	1161	54120	6500	35,355.00	35,355.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 35,355.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. (1) Ford Bronco Sport for the DuPage County States Attorney's Department.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Vehicle Replacement Schedule Addition
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Per Bill of Sale Email copy of PO to DOTFinance@dupageco.org; william.bell@dupageco.org; catherine.hundley@dupageco.org
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



# BILL OF SALE

SALESMAN Erik Grimmer

PURCHASER'S NAME DUPAGE COUNTY HIGHWAY DEPT. DATE 05/24/2023

PURCHASER'S ADDRESS 421 N COUNTY FARM RD CITY WHEATON STATE IL ZIP 60187

PHONE (RES) (630) 386-7659 (BUS) \_\_\_\_\_ STK# \_\_\_\_\_

ENTER MY ORDER FOR ONE ☒ NEW ☐ USED ☐ DEMO YEAR 2023 MAKE Ford MODEL Bronco Sport

COLOR \_\_\_\_\_ INT. \_\_\_\_\_ SER# \_\_\_\_\_ Serial number on file \_\_\_\_\_

DR. LIC #	CASH DELIVERED PRICE OF UNIT	\$	34,845	00
D.O.B.	TRADE ALLOWANCE	\$		
S.S #				
DR. LIC #				
D.O.B.				
S.S #				
MILES NEW				
MILES USED				
I RECEIVED A COPY OF THE WINDOW LABEL EXPLAINING MY GUARANTEE	VERBAL PROMISES NOT VALID			
X _____	CASH DIFFERENCE AFTER TRADE	\$	34,845	00
THIS CAR IS SOLD "AS IS AND SHOWN" WITH NO GUARANTEES (WARRANTIES) E PRE ED OR IMPLIED		\$		
X _____		\$		
USED CAR TRADE-IN AND/OR OTHER CREDITS		\$		
MAKE OF TRADE-IN		\$		
YEAR MODEL BODY		\$		
MVI OR SERIAL NO.		\$		
BALANCE OWED TO	FACTORY SPECIAL ORDER DEPOSIT IS NOT REFUNDABLE			
ADDRESS	Customer Initial _____			
U ED TRADE IN ALLOWANCE	\$	DOCUMENTARY SERVICE FEE	\$	347 26
BALANCE OWED ON TRADE IN	\$	CASH SALE PRICE OF DESCRIBED MOTOR VEHICLE	\$	35,192 26
		STATE AND LOCAL TAXES	\$	
<p>The only warranties applying to this Part(s) are those which may be offered by the manufacturer. The selling dealer hereby expressly disclaims all warranties, either expressed or implied, including any implied warranties of merchantability or fitness for a particular purpose, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of this Part(s) and/or service. Buyer shall not be entitled to recover from the selling dealer any consequential damages, damages to property, damages for loss of use, loss of time, loss of profits, or income, or any other incidental damages.</p> <p>The Purchaser hereby acknowledges that seller has made available "Warranty Pre-Sale Information" as disclosed in the Warranty Binders pursuant to the Magnuson Moss Warranty Act</p> <p>_____</p>	LICENSE AND/OR REGISTRATION FEE TYPE _____	\$	163	00
	TOTAL PRICE OF UNIT	\$	35,355	26
	BALANCE OWED ON TRADE-IN	\$		
	TOTAL DUE	\$	35,355	26
	DEPOSIT	\$		
	ADDITIONAL DEPOSIT DUE	\$		
	ESP YR MILES	\$		
	UNPAID CASH BALANCE DUE ON DELIVERY	\$	35,355	26

THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY DEALER OR HIS AUTHORIZED REPRESENTATIVE. Purchaser by his execution of this order acknowledges that he has read its terms and conditions and has received a true copy of this order.

The front and back of this order comprise the entire agreement affecting this purchase.

I, OR WE, APPROVE AND ACCEPT THE ABOVE TERMS \_\_\_\_\_ ACCEPTED: FRIENDLY FORD \_\_\_\_\_