



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#: 25-0379	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$173,876.99
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/04/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$173,876.99
	CURRENT TERM TOTAL COST: \$173,876.99	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Peterbilt Illinois Joliet, Inc dba JX Truck Center	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Darren Simon	VENDOR CONTACT PHONE: 262-709-3446	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: dsimon@jxe.com	VENDOR WEBSITE:	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.). Procure one (1) Peterbilt Cummins X15 567 Day Cab per Sourcewell contract #032824-PMC, delivery complete to DuPage County Public Works for \$173,876.99.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DuPage County Public Works requires a new day cab for hauling sludge and leachate for processing at Woodridge Greene Valley WWTP. The procurement of a new vehicle will ensure proper capacity is covered as new routes are being added. The day cab will be utilized to haul tankers filled with sludge and leachate from varying facilities to be treated at the Woodridge Greene Valley WWTP.			

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. Two vendors were contacted for a request for quote for procuring a day cab. Two vendor replied utilizing the cooperative purchasing agreement; Sourcewell. It was identified that Peterbilt Illinois Joliet, Inc dba JX Truck Center was the lowest responsible bidder through the Sourcewell Cooperative Purchasing Agreement.
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. Recommend the purchase of 1 Peterbilt 567 with a cummins x15 engine for an amount not to exceed \$173,876.99. 2. Purchase a used day cab from a local vendor off a lot. Not recommended due to the availability in the market. 3. Do not approve the purchase at this time. Not recommended due to the need for the additional day cab to ensure additional routes are covered.

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: Peterbilt Illinois Joliet, Inc dba JX Truck Center	Vendor#:	Dept: Public Works	Division: Public Works
Attn: Darren Simon	Email: dsimon@jxe.com	Attn: Accounts Payable	Email: pwaccountspayable@dupagecount y.gov
Address: 535 E. South Frontage Rd	City: Bolingbrook	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60440	State: IL	Zip: 60515
Phone: 262-709-3446	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as above	Vendor#: Same as above	Dept: Same as Above	Division: Same as Above
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 25, 2025	Contract End Date (PO25): Nov 30, 2025

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		Peterbilt 567 with cummins X15 per Sourewell #032824-PMC.	FY25	2000	2555	54120		150,000.00	150,000.00
2	1	EA		Peterbilt 567 with cummins X15 per Sourewell #032824-PMC.	FY25	2000	2665	54120		23,876.99	23,876.99
										Requisition Total	\$ 173,876.99

FY is required, ensure the correct FY is selected.

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.
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.