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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 26-2142	RFP, BID, QUOTE OR RENEWAL #: #26-062-DOT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $25,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 08/18/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $100,000.00
	CURRENT TERM TOTAL COST: $25,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		Department Information	
VENDOR: Safety-Kleen Systems, Inc.	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Benjamin Nolan	VENDOR CONTACT PHONE: 331-322-5284	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: bps.government@safety-kleen.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-81	

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.).

Recommendation for the approval of a contract purchase order to Safety-Kleen Systems, Inc., to furnish and deliver automotive lubricants for the Division of Transportation on an as-needed basis, for the period August 19, 2026 through February 28, 2027, for a contract total not to exceed $25,000.00; per lowest responsible bid #26-062-DOT.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

To purchase automotive lubricants to maintain the County DOT vehicles and 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.

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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Safety-Kleen Systems, Inc.	Vendor#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: Benjamin Nolan	Email: bps.government@safety-kleen.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 42 Longwater Drive	City: Norwell	Address: 421 N. County Farm Road	City: Wheaton
State: MA	Zip: 02061	State: IL	Zip: 60187
Phone: 331-322-5284	Fax:	Phone: 630-407-6900	Fax:
Send Payments To:		*Ship to:*	
Vendor: Safety-Kleen Systems, Inc.	Vendor#:	Dept: Division of Transportation	Division: DOT Fleet
Attn: Accounts Receivable	Email: skaccountsreceivable@safety-kleen.com	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: PO Box 975201	City: Dallas	Address: 140 N. County Farm Road	City: Wheaton
State: TX	Zip: 75397-5201	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): Aug 19, 2026	Contract End Date (PO25): Feb 28, 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		Automotive Lubricants	FY26	1500	3520	52260		20,000.00	20,000.00
2	1	EA		Automotive Lubricants	FY27	1500	3520	52260		5,000.00	5,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 25,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver automotive lubricants on an as-needed basis 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: Benjamin Nolan, William Bell, Roula Eikosidekas, David Koehler and Mike Figuray.
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.