



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 #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$43,230.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 09/19/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$43,230.00
	CURRENT TERM TOTAL COST: \$43,230.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: HAGGERTY FORD	VENDOR #: 12084	DEPT: WEATHERIZATION	DEPT CONTACT NAME: DAVID WATKINS
VENDOR CONTACT: Lou Tornabeni	VENDOR CONTACT PHONE: 630-231-3200	DEPT CONTACT PHONE #: x6469	DEPT CONTACT EMAIL: david.watkins@dupageco.org
VENDOR CONTACT EMAIL: lou@haggertyautogroup.com	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.). Community Services Weatherization is adding to the fleet. This vehicle is necessary for assessors in weatherization.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Community Services Weatherization policy requires a vehicle for assessors. With the addition of a new assessor, the vehicle will be utilized by department.			

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. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (C) NOT SUITABLE FOR COMPETITIVE BIDDING
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

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. Community Services Weatherization Division in accordance with DuPage County Procurement Ordinance - Section 2-355- "Circumstances not suitable for bid (extreme supply chain interruption". Cooperatives are no longer accepting vehicle orders. Weatherization is in need of a vehicle replacement and in the interest of safety. CS has contacted three (3) vendors for vehicle availability and pricing. Haggerty Ford has a vehicle readily 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 Haggerty Ford. This is the recommended option as the vehicle is immediately available. 2) Do not award Haggerty Ford pay a higher cost and/or risk the loss of an available vehicle. 3) Do nothing and risk the availability of a vehicle.

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: HAGGERTY FORD	Vendor#: 12084	Dept: COMMUNITY SERVICES	Division: WEATHERIZATION
Attn: Lou Tornabeni	Email: lou@haggertyautogroup.com	Attn: David Watkins	Email: david.watkins@dupageco.org
Address: 330 E. ROOSEVELT ROAD	City: WEST CHICAGO	Address: 421 N. COUNTY FARM ROAD	City: WHEATON
State: IL	Zip: 60185	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: Same	Division:
Attn:	Email:	Attn: David Watkins	Email: david.watkins@dupageco.org
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): Sep 26, 2023	Contract End Date (PO25): Nov 30, 2023
Contract Administrator (PO25):			

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		2022 FORD TRANSIT CONNECT VAN	FY23	5000	1430	54120	22-221028	43,230.00	43,230.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 43,230.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and provide outfitted one (1) 2022 Ford Transit Connect Van for Weatherization.
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.

The following documents have been attached: ☒ W-9 ☒ Vendor Ethics Disclosure Statement