



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 #: #23-040-DOT | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$30,000.00 |
| COMMITTEE: TRANSPORTATION | TARGET COMMITTEE DATE: 04/02/2024 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$119,700.00 |
| | CURRENT TERM TOTAL COST: \$29,900.00 | MAX LENGTH WITH ALL RENEWALS: | CURRENT TERM PERIOD: SECOND RENEWAL |
| Vendor Information | | Department Information | |
| VENDOR: Al Warren Oil Co Inc. | VENDOR #: 41480 | DEPT: Division of Transportation | DEPT CONTACT NAME: Roula Eikosidekas |
| VENDOR CONTACT: Arnie Berg | VENDOR CONTACT PHONE: 630-484-4368 | DEPT CONTACT PHONE #: 630-407-6920 | DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov |
| VENDOR CONTACT EMAIL: aberg@alwarrenoil.com | VENDOR WEBSITE: | DEPT REQ #: 24-1500-25 | |
| 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.). DOT Fleet is requesting a purchase order to furnish and deliver automotive lubricants on an as-needed basis. Effective 04/12/2024 through 10/11/2024 - a six (6) month term, for a contract total not to exceed \$29,900.00, per low bid #23-040-DOT. This contract is the second of three renewals. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Automotive lubricants are used 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. |
| RENEWAL | |
| 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. |
| 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: Al Warren Oil Co Inc. | Vendor#: 41480 | Dept: Division of Transportation | Division: Accounts Payable |
| Attn: Arnie Berg | Email: aberg@alwarrenoil.com | Attn: Kathy Curcio | Email: DOTFinance@dupagecounty.gov |
| Address: 1646 Summer St. | City: Hammond | Address: 421 N. County Farm Road | City: Wheaton |
| State: IN | Zip: 46320 | State: IL | Zip: 60187 |
| Phone: 630-484-4368 | Fax: | Phone: 630-407-6892 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Al Warren Oil Co Inc. | Vendor#: 41480 | Dept: Division of Transportation | Division: Fleet Department |
| Attn: | Email: | Attn: William Bell | Email: william.bell@dupagecounty.gov |
| Address: PO Box 2279 | City: Hammond | Address: 180 N. County Farm Road | City: Wheaton |
| State: IN | Zip: 46323 | State: IL | Zip: 60187 |
| Phone: 219-228-5060 | Fax: | Phone: 630-407-6931 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Apr 12, 2024 | Contract End Date (PO25): Oct 11, 2024 |
| Contract Administrator (PO25): Roula Eikosidekas | | | |

| 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 | FY24 | 1500 | 3520 | 52260 | | 29,900.00 | 29,900.00 |
| <i>FY is required, assure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 29,900.00 |

| Comments | |
|----------------------|--|
| HEADER COMMENTS | Provide comments for P020 and P025. To furnish and deliver Automotive Lubricants on 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's to: Arnie Berg, Bill Bell, Mike Figuray and Aaron Cooper. |
| 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. |

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