



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 #: OMNIAPartners#2017000280	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$29,900.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 07/11/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$29,900.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: General Parts Distribution LLC d/b/a Advance Auto Parts and/or Carquest	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Shari Vergara	VENDOR CONTACT PHONE: 952-412-4481	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: shari.vergara@advance-auto.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-47	
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 Advance Auto Parts, to furnish and deliver Automotive Parts & Supplies on as-needed basis. Effective July 12, 2023 through June 30, 2024, for a contract total not to exceed \$29,900.00, per OMNIA Partners Contract #2017000280.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To provide a contract for automotive parts and supplies used to repair County owned and operated 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.
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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. We are utilizing the OMNIA Partners cooperative contract and vendor Advance Auto Parts.
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). Staff recommends issuing a purchase order to Advance Auto Parts using the OMNIA Partners Contract #2017000280. OMNIA Partners has a proven cost savings over going to bid.

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: General Parts Distribution LLC d/b/a Advance Auto Parts and/or Carquest	Vendor#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: Shari Vergara	Email: shari.vergara@advance-auto.com	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: 400 Six Forks Road	City: Raleigh	Address: 421 N. County Farm Road	City: Wheaton
State: NC	Zip: 27609	State: IL	Zip: 60187
Phone: 952-412-4481	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: General Parts Distribution LLC d/b/a Advance Auto Parts and/or Carquest	Vendor#:	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupageco.org
Address: 400 Six Forks Road	City: Raleigh	Address: 180 N. County Farm Road	City: Wheaton
State: NC	Zip: 27609	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): Jul 12, 2023	Contract End Date (PO25): Jun 30, 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		Auto Equipment Parts	FY23	1500	3520	52250		5,000.00	5,000.00
2	1	EA		Auto Equipment Parts	FY24	1500	3520	52250		5,000.00	5,000.00
3	1	EA		Auto Operating Supplies	FY23	1500	3520	52200		5,000.00	5,000.00
4	1	EA		Auto Operating Supplies	FY24	1500	3520	52200		5,000.00	5,000.00
5	1	EA		Auto Fuel/Lubricants	FY23	1500	3520	52260		500.00	500.00
6	1	EA		Auto Fuel/Lubricants	FY24	1500	3520	52260		500.00	500.00
7	1	EA		Auto Chemicals	FY23	1500	3520	52330		1,000.00	1,000.00
8	1	EA		Auto Chemicals	FY24	1500	3520	52330		1,000.00	1,000.00
9	1	EA		Auto Misc Tools	FY23	1500	3520	52000		3,450.00	3,450.00
10	1	EA		Auto Misc Tools	FY24	1500	3520	52000		3,450.00	3,450.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 29,900.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver Automotive Parts & Supplies 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 Shari Vergara, William Bell, Mike Figuray and Dan Locke (dan.locke@advance-auto.com).
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