

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: #24-101-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$50,000.00		
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 12/02/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$200,000.00		
	CURRENT TERM TOTAL COST: \$50,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL		
Vendor Information		Department Information			
VENDOR: Imperial Lubes & Supply	VENDOR #: 45312	DEPT: DEPT CONTACT Division of Transportation Roula Eikosidek			
VENDOR CONTACT: VENDOR CONTACT PHONE: 847-262-5959		DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty. gov		
VENDOR CONTACT EMAIL: ed@imperiallubes.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-02			

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 Imperial Lubes & Supply, to furnish and deliver automotive lubricants for the Division of Transportation on an as-needed basis, for the period January 29, 2026 through January 28, 2027, for a contract total not to exceed \$50,000.00; per renewal option under bid award #24-101-DOT, first of three options to renew.

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

To purchse automotive lubricants to maintain the County DOT vehicles and equipment.

	SECTION 2: DECISION MEMO REQUIREMENTS
DECISION MEMO NOT REQUIRED RENEWAL	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.

	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 P	urchase Order To:	Seno	Send Invoices To:				
Vendor: Imperial Lubes and Supply	Vendor#: 24397	Dept: Division of Transportation	Division: Accounts Payable				
Attn: Ed Ouimet	Email: ed@imperiallubes.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov				
Address: 3940 Tannahill Drive	City: Gurnee	Address: City: 421 N. County Farm Road Wheaton					
State: IL	Zip: 60031	State:	Zip: 60187				
Phone: 847-262-5959	Fax:	Phone: Fax: 630-407-6900					
Send Payments To:		Ship to:					
Vendor: Imperial Lubes and Supply	Vendor#: 24397	Dept: Division of Transportation	Division: Fleet Department				
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov				
Address: same as above.	City:	Address: 180 N. County Farm Road	City: Wheaton				
State:	Zip:	State:	Zip: 60187				
Phone: Fax:		Phone: 630-407-6931	Fax:				
Shipping		Contract Dates					
Payment Terms: FOB: Contract Start Date (PO25): Contract End II PER 50 ILCS 505/1 Destination Jan 29, 2026 Jan 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		40,000.00	40,000.00
2	1	EA		Automotive Lubricants	FY27	1500	3520	52260		10,000.00	10,000.00
FY is required, ensure the correct FY is selected. Requisition Total					\$ 50,000.00						

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: Ed Ouimet, William Bell, Roula Eikosidekas 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.				