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 #: #23-071-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: $15,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 06/04/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $60,000.00
	CURRENT TERM TOTAL COST: $15,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL

Vendor Information		Department Information	
VENDOR: Al Piemonte Ford Sales, Inc.	VENDOR #: 41969	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: John Fakhoury	VENDOR CONTACT PHONE: 708-345-1575	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: jf@apford.com	VENDOR WEBSITE:	DEPT REQ #: 24-1500-45	

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 Al Piemonte Ford, to provide heavy duty body repairs on an as-needed basis. Effective on July 1, 2024 though June 30, 2025, for a contract total not to exceed $15,000.00, per low bid #23-071-DOT.

- Body Labor $65
- Paint Labor $65
- Paint & Supplies $42
- Mechanical $185
- Frame Work $95
- Towing Charges (one-way) $400
- Discount (30%) off list price.

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

To provide heavy duty body repairs on County owned and operated vehicles.

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

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Al Piemonte Ford Sales, Inc.	Vendor#: 41969	Dept: Division of Transportation	Division: Accounts Payable
Attn: John Jakhoury	Email: jf@apford.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 2500 W. North Avenue	City: Melrose Park	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60160	State: IL	Zip: 60187
Phone: 708-345-1575	Fax:	Phone: 630-407-6892	Fax:
Send Payments To:		*Ship to:*	
Vendor: Al Piemonte Ford Sales, Inc.	Vendor#: 41969	Dept: Division of Transportation	Division: Fleet
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: 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 1, 2024	Contract End Date (PO25): Jun 30, 2025
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		Heavy Duty Body Repairs	FY24	1500	3520	53380		7,500.00	7,500.00
2	1	EA		Heavy Duty Body Repairs	FY25	1500	3520	53380		7,500.00	7,500.00
FY is required, assure the correct FY is selected.										Requisition Total	$ 15,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To provide Heavy Duty Body Repairs for the DOT Fleet on an as-needed basis.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: John Jakhoury, William Bell 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.

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