



Procurement Review Comprehensive Checklist
 Procurement Services Division
 This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: Source-well #013020-MRL	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$280,146.20
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 08/15/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$280,146.20
	CURRENT TERM TOTAL COST: \$280,146.20	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Mohawk Lifts, LLC	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Jeff Sampson	VENDOR CONTACT PHONE: 518-842-1431 x4500	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: jsampson@mohawklifts.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-64	
<i>Overview</i>			
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 is requesting a purchase order to Mohawk Lifts LLC to furnish and deliver a new Vertical Rise Heavy Duty Vehicle Lift for the DOT Fleet department. Contract total not to exceed \$280,146.20, per Source-well Contract #013020-MRL.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This vehicle lift will replace an inoperable lift taken out of service due to safety. Heavy Duty Vehicle Lifts are an integral part of our heavy-duty fleet maintenance department and ensure mechanics can safely and effectively work on plow trucks and other heavy 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 currently utilizing the Source-well Cooperative contract to Mohawk Lifts for maintenance repairs of existing lifts.
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). DOT staff recommends issuing a purchase order to Mohawk Lifts, using the Source-well Contract #013020-MRL. The Source-well Cooperative has proven to be a cost savings over going out for bid locally.

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: Mohawk Lifts, LLC	Vendor#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: Jeff Sampson	Email: jsampson@mohawklifts.com	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: PO Box 110, 65 Vrooman Avenue	City: Amsterdam	Address: 421 N. County Farm Road	City: Wheaton
State: NY	Zip: 12010	State: IL	Zip: 60187
Phone: 518-842-1431 x4500	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Mohawk Lifts, LLC	Vendor#:	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupageco.org
Address: PO Box 110, 65 Vrooman Avenue	City: Amsterdam	Address: 180 N. County Farm Road	City: Wheaton
State: NY	Zip: 12010	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): Aug 23, 2023	Contract End Date (PO25): Apr 13, 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		New Vertical Rise Heavy Duty Lift Vehicle	FY23	1500	3520	54110		280,146.20	280,146.20
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 280,146.20

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver a new Vertical Rise Lift 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: Jeff Sampson, William Bell and Mike Figuary
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