



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 25-0445	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #091521-NAF	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$60,453.28
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 2/18/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$60,453.28
	CURRENT TERM TOTAL COST: \$60,453.28	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: National Auto Fleet Group	VENDOR #: 24975	DEPT: Facilities Management	DEPT CONTACT NAME: Tim Harbaugh
VENDOR CONTACT: Randy Lester	VENDOR CONTACT PHONE: 855-289-6572	DEPT CONTACT PHONE #: 630-407-5700	DEPT CONTACT EMAIL: tim.harbaugh@dupagecounty.gov
VENDOR CONTACT EMAIL: fleet@nationalautofleetgroup.com	VENDOR WEBSITE:	DEPT REQ #:	
<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.). Facilities Management is requesting a purchase order to National Auto Fleet Group, to furnish and deliver (1) Ford Transit Cargo Van, for a contract total not to exceed \$60,453.28, per sourcewell Contract #091521-NAF.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and/or must be assessed by a mechanic prior to being considered for replacement.  This vehicle will replace FM-3.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
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

<b>SECTION 3: DECISION MEMO</b>	
<b>SOURCE SELECTION</b>	Describe method used to select source.  This contract was setup using the cooperative sourcewell contract #091521-NAF.
<b>RECOMMENDATION AND TWO ALTERNATIVES</b>	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).  1. DOT staff recommends issuing a purchase order to National Auto Fleet Group, using the sourcewell contract #091521-NAF. 2. The sourcewell cooperative has proven to be a cost savings over going out to bid.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: National Auto Fleet Group	Vendor#: 24975	Dept: Facilities Management	Division:
Attn: Randy Lester	Email: fleet@nationalautofleetgroup.com	Attn: Tim Harbaugh	Email: tim.harbaugh@dupagecounty.gov
Address: 490 Auto Center Drive	City: Watsonville	Address: 421 N. County Farm Road	City: Wheaton
State: CA	Zip: 95076	State: IL	Zip: 60187
Phone: 855-289-6572	Fax:	Phone: 630-407-5700	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: National Auto Fleet Group	Vendor#: 24975	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: 490 Auto Center Drive	City: Watsonville	Address: 180 N. County Farm Road	City: Wheaton
State: CA	Zip: 95076	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6931	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 25, 2025	Contract End Date (PO25): Nov 8, 2025

**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	W1Y	Ford Transit Cargo Van	FY25	6000	1161	54120	1100	60,453.28	60,453.28
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 60,453.28

*Comments*

HEADER COMMENTS	<p>Provide comments for P020 and P025.</p> <p>To furnish and deliver (1) Ford Transit Cargo Van for Facilities Management.</p>
SPECIAL INSTRUCTIONS	<p>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</p> <p>Email Approved PO to:                      Randy or Jessie (fleet@nationalautofleetgroup.com).                      Tim Harbaugh (tim.harbaugh@dupagecounty.gov).                      William Bell (william.bell@dupagecounty.gov).                      Mike Figuray (michael.figuray@dupagecounty.gov).                      DOTFinance@dupagecounty.gov.</p>
INTERNAL NOTES	<p>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</p> <p>see above.</p>
APPROVALS	<p>Department [REDACTED] \$5,000. Procurement Officer Approval for ETSB.</p>