



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 #: Sole Source	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$20,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 01/07/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$20,000.00
	CURRENT TERM TOTAL COST: \$20,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Roland Machinery Company	VENDOR #: 10191	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Jenessa Fredrickson	VENDOR CONTACT PHONE: 847-721-9830	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: jfredrickson@rolandmachinery.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-01	
<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 Fleet is requesting a purchase order to Roland Machinery Company to furnish and deliver OEM Wirtgen & Hamm certified repair and replacement parts on an as-needed basis. This contract shall be effective January 8, 2025 through January 31, 2026, for a contract total not to exceed \$20,000 - (sole authorized dealer for certified OEM quality repair and replacement parts).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished			
Certified repair and replacement parts for the County owned and operated fleet of Wirtgen & Hamm equipment and implements.			

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. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
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. SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES
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. Roland Machinery Company is the sole authorized dealer to service and supply Wirtgen & Hamm OEM certified repair and replacement parts.
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. The market was evaluated on December 5, 2024. Roland Machinery was determined to be the sole dealer for OEM parts and certified service.
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. Per letter attached dated December 5, 2024 stating that Roland Machinery Company, is the sole authorized certified dealer to service and supply northern Illinois and northwestern Indiana. Roland Machinery is responsible for all equipment sales, parts, and service in all three locations Bolingbrook, Marengo, and northwestern Indian with trained technicians and customer service staff available to meet the needs of customers.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Roland Machinery Company	Vendor#: 10191	Dept: Division of Transportation	Division: Accounts Payable
Attn: Jenessa Fredrickson	Email: jfredrickson@rolandmachinery.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 220 E. Frontage Road	City: Bolingbrook	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60440	State: IL	Zip: 60187
Phone: 847-721-9830	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Roland Machinery Company	Vendor#: 10191	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: 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): Jan 8, 2025	Contract End Date (PO25): Jan 31, 2026

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		Wirtgen & Hamm OEM Certified Repair and Replacement Parts	FY25	1500	3520	52250		19,000.00	19,000.00
2	1	EA		Wirtgen & Hamm OEM Certified Repair and Replacement Parts	FY26	1500	3520	52250		1,000.00	1,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 20,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver Wirtgen & Hamm OEM certified repair and replacement parts.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Jenessa Fredrickson, William Bell, Mike Figuray and Karl Franson @ (kfranson@rolandmachinery.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.