

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#:  RFP, BID, QUOTE OR RENEWAL #:  22-416CMS-BOSS4-P-4104		INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$33,135.00		
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 11/18/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$33,135.00		
	CURRENT TERM TOTAL COST: \$33,135.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM		
Vendor Information		Department Information			
VENDOR: Sutton Ford Inc.	VENDOR #: 32600	DEPT: CAC	DEPT CONTACT NAME: Robert Lyons		
VENDOR CONTACT: VENDOR CONTACT PHONE: 708-720-8040		DEPT CONTACT PHONE #: 8157	DEPT CONTACT EMAIL: robert.lyons@dupagecounty.gov		
VENDOR CONTACT EMAIL: s.ourednick@suttonford.com	VENDOR WEBSITE:	DEPT REQ #:			

## 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 Sutton Ford to furnish and deliver 1 Ford Escape for the Children's Advocacy Center for contract not to exceed \$33,125.00 per governmental joint purchasing act State of Illinois

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

To replace a vehicle that was involved in an accident back in August of 2025.

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 COOPERATIVE (DPC2-352), GOVER	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.  NMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING			

SECTION 3: DECISION MEMO					
SOURCE SELECTION	Describe method used to select source. Illinois Bid Buy 22-146CMS-BOSS4-P-41049				
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).  To purchase the Ford Escape to replace a vehicle.  Do nothing and have no additional vehicle  To go out to a bid without having a replacement vehicle.				

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	e Requisition Informatio	n			
Send	Purchase Order To:	Send Invoices To:				
Vendor: Sutton Ford Inc.	Vendor#: 32600	Division: Administration				
Attn: Scott Ordenick	Email: s.ordenick@suttonford.com	Attn: Nicholas Sinn	Email: nicholas.sinn@dupagecounty.gov			
Address: 21315 Central Avenue	City: Matteson	Address: City: 503 N. County Farm Road Wheaton				
State: IL	Zip: 60443	State: Zip: 60187				
Phone: 708-720-8040	Fax:	Phone: 630-407-8016	Fax: 630-407-8103			
Sei	nd Payments To:	Ship to:				
Vendor: Same as above.	Vendor#:	Dept: Same as above.	Division:			
Attn:	Email:	Attn: Email:				
Address:	City:	Address:	City:			
State:	Zip:	State:	Zip:			
Phone:	Fax:	Phone:	Fax:			
 Shipping		Contract Dates				
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Contract End Date (PO25): 11/30/2026				

	Purchase Requisition Line Details											
	LN	Qty	UOM	ltem Detai <b>l</b> (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
	1	1	EA		Ford Escape 2026	FY26	1000	6510	54120		33,135.00	33,135.00
FY is required, ensure the correct FY is selected.  Requisition Total							\$ 33,135.00					

	Comments				
HEADER COMMENTS	Provide comments for P020 and P025.				
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.  Copy Nick on purchase order over to vendor.				
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.				
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.				