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 #: 22-416CMS-BOSS4-P-41049	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: Scott Ourednick	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 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

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 Requisition Information			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Sutton Ford Inc.	Vendor#: 32600	Dept: SAO - Children's Advocacy Center	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: 503 N. County Farm Road	City: Wheaton
State: IL	Zip: 60443	State: IL	Zip: 60187
Phone: 708-720-8040	Fax:	Phone: 630-407-8016	Fax: 630-407-8103
Send 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): Nov 25, 2025	Contract End Date (PO25): 11/30/2026

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		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.