



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 #: Sourcewell #013020-MRL	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$1,961,023.12
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 03/19/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,961,023.12
	CURRENT TERM TOTAL COST: \$1,961,023.12	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 #: 42451	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Amber Fusco	VENDOR CONTACT PHONE: 518-842-1431 x4000	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: amberf@mohawklifts.com	VENDOR WEBSITE:	DEPT REQ #: 24-1500-20	
<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 Mohawk Lifts, to furnish and deliver seven (7) new vertical rise heavy duty vehicle lifts. A contract total not to exceed \$1,961,023.12, per Sourcewell Contract #013020-MRL.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished These lifts will replace current lifts which have exceeded their useful life. Parts for existing lifts are becoming difficult or impossible to find making repairs impossible. 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 Sourcewell 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). 1. DOT staff recommends issuing a purchase order to Mohawk Lifts, using the Sourcewell Contract #013020-MRL. 2. The Sourcewell Cooperative has proven to be 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#: 42451	Dept: Division of Transportation	Division: Accounts Payable
Attn: Amber Fusco	Email: amberf@mohawklifts.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
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 x4000	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Mohawk Lifts, LLC	Vendor#: 42451	Dept: Division of Transportation	Division: Fleet
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
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): Mar 26, 2024	Contract End Date (PO25): April 13, 2025
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		(7) New Vertical Rise Heavy Duty Lifts	FY24	1500	3520	54110		1,961,023.12	1,961,023.12
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 1,961,023.12

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver seven (7) new vertical rise heavy duty vehicle lifts 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: Amber Fusco, William Bell and Mike Figuray.
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