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

SECTION 1: DESCRIPTION

General Tracking

FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: #24-119-DOT
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 12/02/2025
	CURRENT TERM TOTAL COST: $75,000.00

Contract Terms

INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: $150,000.00
PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $375,000.00
MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL

Vendor Information

VENDOR: Lakeside International LLC	VENDOR #: 24397
VENDOR CONTACT: John Litsheim	VENDOR CONTACT PHONE: 815-484-4000
VENDOR CONTACT EMAIL: jlitsheim@lakesidetrucks.com	VENDOR WEBSITE:

Department Information

DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
DEPT REQ #: 26-1500-01	

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 Lakeside International LLC, to furnish and deliver Navistar/International OEM replacement parts for the Division of Transportation on an as-needed basis, for the period January 29, 2026 through January 28, 2027, for a contract total not to exceed $75,000.00; per renewal option under bid award #24-119-DOT, first of three options to renew.

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

To provide Navistar/International OEM replacement parts required for the maintenance and repair of County owned operated vehicles and equipment.

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED RENEWAL	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.

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.
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: Lakeside International LLC	Vendor#: 24397	Dept: Division of Transportation	Division: Accounts Payable
Attn: John Litsheim	Email: jlitsheim@lakesidetrucks.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 1212 Asche Ave	City: Rockford	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 61109-0601	State: IL	Zip: 60187
Phone: 815-484-4000	Fax:	Phone: 630-407-6900	Fax:
Send Payments To:		*Ship to:*	
Vendor: Lakeside International LLC	Vendor#: 24397	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: 11000 W. Silver Spring Road	City: Milwaukee	Address: 180 N. County Farm Road	City: Wheaton
State: WI	Zip: 53225	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 29, 2026	Contract End Date (PO25): Jan 28, 2027

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		Navistar/International OEM Replacement Parts	FY26	1500	3520	52250		50,000.00	50,000.00
2	1	EA		Navistar/International OEM Replacement Parts	FY27	1500	3520	52250		25,000.00	25,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 75,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver Navistar/International OEM replacement parts on an as-needed basis for 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: John Litsheim, William Bell, Roula Eikosidekas and Mike Figuray.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Discount (-30%) off list price.
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.