



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 #: PW-P-0001-24	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$140,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 01/16/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$140,000.00
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Standard Equipment, Co.	VENDOR #: 10849	DEPT: Public Works	DEPT CONTACT NAME: Dwane Kozak
VENDOR CONTACT: Preston Tillstrom	VENDOR CONTACT PHONE: 312-829-1919	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: Dwane Kozak
VENDOR CONTACT EMAIL: ptillstrom@standardequipment.com	VENDOR WEBSITE: https://standardequipment.com	DEPT REQ #:	
<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.). Furnish and deliver Vactor replacement parts and service for a 4-year period from February 1, 2024 through January 31, 2028 for a contract total of \$140,000.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Parts and service is periodically required for the two (2) Public Works Vactor trucks that are used to maintain sewers and to hydro-excavate in areas where there are utility conflicts. This equipment is used on a daily basis and is critical to the operation of the Underground Maintenance Department.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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. Standard Equipment is the only authorized dealer for Vactor OEM repair and replacement parts for the two (2) Vactors owned by Public Works.
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. No, due to Standard Equipment being the only authorized dealer and distributor in Northern Illinois.
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. Standard Equipment is the sole authorized dealer and distributor for Vactor manufacturing in Northern Illinois.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Standard Equipment, Co.	Vendor#: 10849	Dept: DuPage County Public Works	Division: Public Works
Attn: Preston Tillstrom	Email: ptillstrom@standardequipment.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 2033 W. Walnut Street	City: Chicago	Address: 7900 S. Route 53	City: Woodridge
State: Illinois	Zip: 60612	State: Illinois	Zip: 60517
Phone: 312-829-1919	Fax: 312-666-3688	Phone: 630-985-7400	Fax: 630-985-4802
<i>Send Payments To:</i>		<i>Ship to:</i>	
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): Feb 1, 2024	Contract End Date (PO25): Jan 31, 2028
Contract Administrator (PO25): Sandra Martinez/Drew Cormican			

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		Vactor replacement parts and service for the period of 2/1/24 through 1/31/28	FY24	2000	2665	52250		35,000.00	35,000.00
2	1	EA			FY25	2000	2665	52250		35,000.00	35,000.00
3	1	EA			FY26	2000	2665	52250		35,000.00	35,000.00
4	1	EA			FY27	2000	2665	52250		35,000.00	35,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 140,000.00

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.
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.

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement