



SECTION 1: DESCRIPTION			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-1061	RFP, BID, QUOTE OR RENEWAL #: Quote# 1114	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$759,491.10
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 04/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$832,981.84
	CURRENT TERM TOTAL COST: \$22,170.74	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Energicity Corp dba Rack'M Up Equipment Distributors	VENDOR #: 42450	DEPT: Division of Transportation	DEPT CONTACT NAME: Stephen Travia
VENDOR CONTACT: Allan Shenfeld	VENDOR CONTACT PHONE: 874-734-8446	DEPT CONTACT PHONE #: 630-407-6900	DEPT CONTACT EMAIL: stephen.travia@dupagecounty.gov
VENDOR CONTACT EMAIL: ashenfeld@rackmup.com	VENDOR WEBSITE:	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.). Contract purchase order to pay retainage for the installation of (7) verticle lift hoists for the DuPage County Division of Transportation. Purchase Order number 6969-1-SERV was closed in error.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Original PO 6969-1-SERV issued August 23, 2023 that was closed out. This requested amount is to pay final invoice.			

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	
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.
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: Enercity Corp dba Rack'M Up Equipment Distributors	Vendor#: 42450	Dept: Division of Transportation	Division: DOT Finance
Attn: Allan Shenfeld	Email: ashenfeld@rackmup.com	Attn: DOT Finance	Email: dotfinance@dupagecounty.gov
Address: 808 N. Central Road, Unit D	City: Wood Dale	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60191	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same	Vendor#:	Dept: Same	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 9, 2026	Contract End Date (PO25): Nov 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		Vertical Rise Vehicle Lift Instl Retainage	FY26	1500	3520	54010		22,170.74	22,170.74
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 22,170.74

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Contract purchase order to pay retainage for the installation of (7) vertical lift hoists for the DuPage County Division of Transportation, to pay final invoice. Contract total not to exceed \$22,170.74.
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. Send copy of PO to DOTFinance@dupagecounty.gov & Joan.Mcavoy@dupagecounty.gov
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.