



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: <b>26-1404</b>	RFP, BID, QUOTE OR RENEWAL #: <b>Sole Source</b>	INITIAL TERM WITH RENEWALS: <b>OTHER</b>	INITIAL TERM TOTAL COST: <b>\$15,000.00</b>
COMMITTEE: <b>TRANSPORTATION</b>	TARGET COMMITTEE DATE: <b>05/19/2026</b>	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: <b>\$15,000.00</b>
	CURRENT TERM TOTAL COST: <b>\$15,000.00</b>	MAX LENGTH WITH ALL RENEWALS: <b>ONE YEAR</b>	CURRENT TERM PERIOD: <b>INITIAL TERM</b>
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: <b>Vermeer-Illinois, Inc.</b>	VENDOR #: <b>10878</b>	DEPT: <b>Division of Transportation</b>	DEPT CONTACT NAME: <b>Roula Eikosidekas</b>
VENDOR CONTACT: <b>Ashley Zuke</b>	VENDOR CONTACT PHONE: <b>630-820-3030</b>	DEPT CONTACT PHONE #: <b>630-407-6920</b>	DEPT CONTACT EMAIL: <b>roula.eikosidekas@dupagecounty.gov</b>
VENDOR CONTACT EMAIL: <b>ashley.zuke@vermeermidwest.com</b>	VENDOR WEBSITE:	DEPT REQ #: <b>26-1500-51</b>	
<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.).  Recommendation for the approval of a contract purchase order to Vermeer-Illinois, Inc., to furnish and deliver Vermeer OEM parts and service on various County owned and operated equipment on an as-needed basis for the Division of Transportation, for the period June 1, 2026 through May 31, 2027, for a total contract amount of \$15,000.00; per 55 ILCS 5/5-1022(c) not suitable for competitive bids (sole source - direct replacement of compatible equipment parts).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  To purchase OEM parts and provide factory-authorized service for County-owned Vermeer equipment.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. <b>SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)</b>
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

<b>SECTION 3: DECISION MEMO</b>	
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

<b>JUSTIFICATION</b>	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
<b>NECESSITY AND UNIQUE FEATURES</b>	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.  Vermeer-Illinois, Inc., is the sole authorized distributor of genuine Vermeer parts and service.
<b>MARKET TESTING</b>	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.  Market was tested on April 6, 2026.
<b>AVAILABILITY</b>	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.  The attached letter confirms that Vermeer-Illinois, Inc., is the sole distributor of genuine Vermeer parts in the northern Illinois area.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Vermeer-Illinois, Inc.	Vendor#: 10878	Dept: Division of Transportation	Division: Accounts Payable
Attn: Ashley Zuke	Email: ashley.zuke@vermeermidwest.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 2801 Beverly Road	City: Aurora	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60502	State: IL	Zip: 60187
Phone: 630-820-3030	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Vermeer-Illinois, Inc.	Vendor#: 10878	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: same as above.	City:	Address: 180 N. County Farm Road	City: Wheaton
State:	Zip:	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): Jun 1, 2026	Contract End Date (PO25): May 31, 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		Vermeer OEM Parts	FY26	1500	3520	52250		6,500.00	6,500.00
2	1	EA		Service Repairs	FY26	1500	3520	53380		1,000.00	1,000.00
3	1	EA		Vermeer OEM Parts	FY27	1500	3520	52250		6,500.00	6,500.00
4	1	EA		Service Repairs	FY27	1500	3520	53380		1,000.00	1,000.00
										Requisition Total	\$ 15,000.00

**FY is required, ensure the correct FY is selected.**

<i>Comments</i>	
HEADER COMMENTS	<p>Provide comments for P020 and P025.</p> <p>To furnish and deliver Vermeer replacement parts and service repairs - sole source.</p>
SPECIAL INSTRUCTIONS	<p>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</p> <p>Email Approved PO to: Ashley Zuke, Kyle Cline (kyle.cline@vermeermidwest.com), William Bell, Roula Eikosidekas and Mike Figuray.</p>
INTERNAL NOTES	<p>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</p> <p>see above.</p>
APPROVALS	<p>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</p> <p align="center"><b>Signature on file</b></p>