



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

| SECTION 1: DESCRIPTION | | | |
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| <i>General Tracking</i> | | <i>Contract Terms</i> | |
| FILE ID#: 25-0349 | RFP, BID, QUOTE OR RENEWAL #: Sourcewell #091521-NAF | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$64,421.08 |
| COMMITTEE: TRANSPORTATION | TARGET COMMITTEE DATE: 02/04/2025 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$64,421.08 |
| | CURRENT TERM TOTAL COST: \$64,421.08 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: National Auto Fleet Group | VENDOR #: 24975 | DEPT: Division of Transportation | DEPT CONTACT NAME: Roula Eikosidekas |
| VENDOR CONTACT: Jesse Cooper | VENDOR CONTACT PHONE: 855-289-6572 | DEPT CONTACT PHONE #: 630-407-6920 | DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov |
| VENDOR CONTACT EMAIL: jcooper@nationalautofleetgroup.com | VENDOR WEBSITE: | DEPT REQ #: 25-1500-09 | |
| <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 requests a purchase order to National Auto Fleet Group, to furnish and deliver (2) White Ford Broncos, for a contract total not to exceed \$64,421.08, per sourcewell Contract #091521-NAF. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and/or must be assessed by a mechanic prior to being considered for replacement. These vehicles will replace H-3 & H-4. | | | |

| 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 | |
|-------------------------------------|---|
| SOURCE SELECTION | Describe method used to select source. This contract was setup using the cooperative sourcewell contract #091521-NAF. |
| 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 National Auto Fleet Group, using the sourcewell contract #091521-NAF. 2. The sourcewell cooperative has proven to be a cost savings over going out to bid. |

SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

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|--------------------------------------|---|
| 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

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|--------------------------------------|--|---|--|
| <i>Send Purchase Order To:</i> | | <i>Send Invoices To:</i> | |
| Vendor: National Auto Fleet Group | Vendor#: 24975 | Dept: Division of Transportation | Division: Accounts Payable |
| Attn: Jesse Cooper | Email: jcooper@nationalautofleetgroup.com | Attn: Kathy Curcio | Email: DOTFinance@dupagecounty.gov |
| Address: 490 Auto Center Drive | City: Watsonville | Address: 421 N. County Farm Road | City: Wheaton |
| State: CA | Zip: 95076 | State: IL | Zip: 60187 |
| Phone: 855-289-6572 | Fax: | Phone: 630-407-6900 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: National Auto Fleet Group | Vendor#: 24975 | Dept: Division of Transportation | Division: Fleet Department |
| Attn: | Email: | Attn: William Bell | Email: william.bell@dupagecounty.gov |
| Address: 490 Auto Center Drive | City: Watsonville | Address: 180 N. County Farm Road | City: Wheaton |
| State: CA | Zip: 95076 | 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): Feb 11, 2025 | Contract End Date (PO25): Nov 8, 2025 |

Purchase Requisition Line Details

| LN | Qty | UOM | Item Detail (Product #) | Description | FY | Company | AU | Acct Code | Sub-Accts/ Activity Code | Unit Price | Extension |
|--|-----|-----|----------------------------|---------------------------|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| 1 | 2 | EA | R9B | Ford Broncos Big Bend 4x4 | FY25 | 1500 | 3520 | 54120 | | 32,210.54 | 64,421.08 |
| <i>FY is required, ensure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 64,421.08 |

Comments

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|----------------------|---|
| HEADER COMMENTS | <p>Provide comments for P020 and P025.</p> <p>To furnish and deliver (2) White Ford Broncos for the DOT.</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 Jesse Cooper, William Bell 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> |