



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#:	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #121223	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$30,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 06/16/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$30,000.00
	CURRENT TERM TOTAL COST: \$30,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Snap-On Incorporated d/b/a Snap-On Industrial, a division of IDSC Holdings, LLC.	VENDOR #: 10045	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Bryan Hansen	VENDOR CONTACT PHONE: 224-769-1149	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: bryan.hansen@snapon.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-68	
<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 approval of a contract purchase order with Snap-On Industrial to furnish and deliver Snap-On tools and diagnostic equipment, provide service repairs on equipment, and provide a software maintenance agreement for the Division of Transportation on an as-needed basis, for the period July 1, 2026, through June 30, 2027, for a contract total not to exceed \$30,000.00; contract pursuant to the Intergovernmental Cooperation Act (Sourcewell #121223).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Snap-On Industrial is a designer, manufacturer and marketer of tools and equipment for professional use in the transportation industry including automotive and heavy duty equipment.			

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 Sourcewell Cooperative Contract #121223.
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 Snap-On Industrial, using the Sourcewell Contract #121223. 2. Request bids. 3. Status quo.

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Snap-On Incorporated d/b/a Snap-On Industrial, a division of IDSC Holdings, LLC.	Vendor#: 10045	Dept: Division of Transportation	Division: Accounts Payable
Attn: Bryan Hansen	Email: bryan.hansen@snapon.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 2801 80th St.	City: Kenosha	Address: 421 N. County Farm Road	City: Wheaton
State: WI	Zip: 53140	State: IL	Zip: 60187
Phone: 224-769-1149	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Snap-On Incorporated d/b/a Snap-On Industrial, a division of IDSC Holdings, LLC.	Vendor#: 10045	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): Jul 1, 2026	Contract End Date (PO25): Jun 30, 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		Tools & Diagnostic Equipment	FY26	1500	3520	52000		10,500.00	10,500.00
2	1	EA		Service Repairs	FY26	1500	3520	53370		1,000.00	1,000.00
3	1	EA		Tools & Diagnostic Equipment	FY27	1500	3520	52000		10,500.00	10,500.00
4	1	EA		Service Repairs	FY27	1500	3520	53370		1,000.00	1,000.00
5	1	EA		Software Mtc Agreement	FY27	1500	3520	53807		7,000.00	7,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 30,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver snap-on tools and diagnostic equipment 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: Bryan Hansen, 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. see above.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.