



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#: 26-0432	RFP, BID, QUOTE OR RENEWAL #: SPC Contract #207	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$112,132.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/17/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$112,132.00
	CURRENT TERM TOTAL COST: \$112,132.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Currie Motors Frankfort, Inc.	VENDOR #: 12434	DEPT: Facilities Management	DEPT CONTACT NAME: Catherine Figlewski
VENDOR CONTACT: Nic Cortellini	VENDOR CONTACT PHONE: 815-464-9200	DEPT CONTACT PHONE #: 630-407-5665	DEPT CONTACT EMAIL: catherine.figlewski@dupagecounty.gov
VENDOR CONTACT EMAIL: ncortellini@curriemotors.com	VENDOR WEBSITE:	DEPT REQ #:	

<i>Overview</i>
<p>DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.).</p> <p>Recommendation for the approval of a contract purchase order to Currie Motors Frankfort, Inc., to furnish and deliver two (2) 2026 Ford White Transit-350 Cargo Vans for the Facilities Management, for a contract total not to exceed \$112,132.00; pursuant to the Governmental Joint Purchasing Act, 30 ILCS 525/2 Suburban Purchasing Cooperative "SPC" Contract #207.</p> <p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished</p> <p>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.</p> <p>These vehicles will replace FM-8 & FM-49.</p>

SECTION 2: DECISION MEMO REQUIREMENTS
<p>DECISION MEMO NOT REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.</p>
<p>DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.</p> <p>COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING</p>

SECTION 3: DECISION MEMO	
SOURCE SELECTION	<p>Describe method used to select source.</p> <p>This contract was setup using the Suburban Purchasing Cooperative "SPC" Contract #207.</p>
RECOMMENDATION AND TWO ALTERNATIVES	<p>Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).</p> <ol style="list-style-type: none"> 1. DOT staff recommends issuing a purchase order to Currie Motors Frankfort, Inc., using the Suburban Purchasing Cooperative "SPC" Contract #207. 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: Currie Motors Frankfort, Inc.	Vendor#: 12434	Dept: Facilities Management	Division:
Attn: Nic Cortellini	Email: ncortellini@curriemotors.com	Attn: Catherine Figlewski	Email: catherine.figlewski@dupagecounty.gov
Address: 9423 W. Lincoln Hwy	City: Frankfort	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60423	State: IL	Zip: 60187
Phone: 815-464-9200	Fax:	Phone: 630-407-5665	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Currie Motors Frankfort, Inc.	Vendor#: 12434	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: 9423 W. Lincoln Hwy	City: Frankfort	Address: 180 N. County Farm Road	City: Wheaton
State: IL	Zip: 60423	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 25, 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	(W1Y)	FY26 Ford White Transit-350 Cargo Vans	FY26	6000	1161	54120	1100	112,132.00	112,132.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 112,132.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver two (2) Ford White Transit-350 Cargo Vans for the Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Nic Corellini, Cathie Figlewski, Brian Rovik, William Bell, DOT Finance@dupagecounty.gov 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.