



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: 25-061-OHSEM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$0.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 08/19/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$0.00
	CURRENT TERM TOTAL COST: \$0.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Deluxe Towing, Inc.	VENDOR #:	DEPT: OHSEM/Security Division	DEPT CONTACT NAME: Craig Dieckman
VENDOR CONTACT: Antonio Munoz	VENDOR CONTACT PHONE: 630-668-6095	DEPT CONTACT PHONE #: 630-407-2916	DEPT CONTACT EMAIL: craig.dieckman@dupagecounty.gov
VENDOR CONTACT EMAIL: info@deluxetowing.com	VENDOR WEBSITE: www.deluxetowing.com	DEPT REQ #:	
Overview			
DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Provide towing services and vehicle storage for unauthorized vehicles at the DuPage County Government Center campus. An RFQ was issued. All costs are paid by the vehicle owner. There is no cost to DuPage County.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Vehicles are sometimes abandoned or parked without authorization on DuPage County property and need to be removed. This company will tow and store vehicles at the owner's expense. There is no cost to DuPage County.			

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. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
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.
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: Deluxe Towing, Inc.	Vendor#:	Dept: OHSEM	Division: Security Division
Attn: Antonio Munoz	Email: info@deluxetowing.com	Attn: Craig Dieckman	Email: craig.dieckman@dupagecounty.gov
Address: 365 E St. Charles Road	City: Carol Stream	Address: 421 N County Farm Road	City: Wheaton
State: IL	Zip: 60188	State: IL	Zip: 60187
Phone: 630-668-6095	Fax:	Phone: 630-407-2916	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Deluxe Towing, Inc.	Vendor#:	Dept: OHSEM	Division: Security Division
Attn: Antonio Munoz	Email: info@deluxetowing.com	Attn: Craig Dieckman	Email: craig.dieckman@dupagecounty.gov
Address: 365 E St. Charles Road	City: Carol Stream	Address: 421 N County Farm Road	City: Wheaton
State: IL	Zip: 60188	State: IL	Zip: 60187
Phone: 630-668-6095	Fax:	Phone: 630-407-2916	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 1, 2025	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		EA			FY25						0.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 0.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. All charges are paid by the vehicle owner. There is no cost to DuPage County.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.