



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#: 26-0757	RFP, BID, QUOTE OR RENEWAL #: SPC Contract #227	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$72,805.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 03/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$72,805.00
	CURRENT TERM TOTAL COST: \$72,805.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Sutton Ford Inc.	VENDOR #: 32600	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Scott Ourednik	VENDOR CONTACT PHONE: 708-720-8040	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: sourednik@suttonford.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-35	

<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 Sutton Ford, to furnish and deliver one (1) 2026 Ford F-550 4x4 Super Cab (Chassis only) for the Division of Transportation, for a contract total not to exceed \$72,805.00; per contract pursuant to the Intergovernmental Cooperation Act Suburban Purchasing Cooperation (SPC) Contract #227.</p> <p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished</p> <p>The purchase of a 2026 Ford F-550 Super Cab (Chassis only) will facilitate transporting materials, tools, and equipment, ensuring the timely completion of projects, which will allow us to repair and maintain the DuPage County roads and highway systems. This will be a new addition to the fleet.</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 Contract #227.</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 Sutton Ford, using Suburban Purchasing Cooperative (SPC) Contract #227. 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: Sutton Ford Inc.	Vendor#: 32600	Dept: Division of Transportation	Division: Accounts Payable
Attn: Scott Ourednik	Email: sourednik@suttonford.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 21315 Central Avenue	City: Matteson	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60443	State: IL	Zip: 60187
Phone: 708-720-8040	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Sutton Ford Inc.	Vendor#: 32600	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): Mar 11, 2026	Contract End Date (PO25): Nov 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	QB381	2026 Ford F-550 4x4 Super Cab Chassis (License & Title Included)	FY26	1500	3510	54120		72,805.00	72,805.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 72,805.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver one (1) FY26 F-550 4x4 Super Cab Chassis for DOT.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Scott Ourednik, William Bell, David Koehler, Roula Eikosidekas and Mike Figuray.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. FY26 Capital Purchase.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.