



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#: | RFP, BID, QUOTE OR RENEWAL #: Quote #23-040-DOT-RE | INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST: \$18,000.00 |
| COMMITTEE: TRANSPORTATION | TARGET COMMITTEE DATE: 08/01/2023 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$72,000.00 |
| | CURRENT TERM TOTAL COST: \$18,000.00 | MAX LENGTH WITH ALL RENEWALS: FOUR YEARS | CURRENT TERM PERIOD: INITIAL TERM |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Wholesale Direct Inc. | VENDOR #: 11099 | DEPT: Division of Transportation | DEPT CONTACT NAME: Roula Eikosidekas |
| VENDOR CONTACT: Robert Robinson | VENDOR CONTACT PHONE: 773-585-7200 | DEPT CONTACT PHONE #: 630-407-6920 | DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org |
| VENDOR CONTACT EMAIL: bob@wholesaledirect.com | VENDOR WEBSITE: | DEPT REQ #: 23-1500-40 | |

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.).

DOT Fleet is requesting a purchase order to Wholesale Direct, to furnish and deliver Automotive Emergency Lighting on as-needed basis. Effective May 11, 2023 through April 30, 2024, for a contract total not to exceed \$18,000.00, per low quote #23-040-DOT-RE. This contract is subject to three (3) one-year renewals upon mutual agreement.

- Federal Signal Lighting (34%) off catalog pricing.
- Whelen Lighting (26%) off catalog pricing.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

To outfit and/or re-outfit vehicles and equipment with the proper emergency lighting.

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

| | |
|-------------------------------------|--|
| STRATEGIC IMPACT | Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. |
| 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: Wholesale Direct Inc. | Vendor#: 11099 | Dept: Division of Transportation | Division: Accounts Payable |
| Attn: Robert Robinson | Email: bobwdi1996@gmail.com | Attn: Kathy Curcio | Email: DOTFinance@dupageco.org |
| Address: 5620 W. 65th St. | City: Chicago | Address: 421 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60638 | State: IL | Zip: 60187 |
| Phone: 773-585-7200 | Fax: | Phone: 630-407-6892 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Wholesale Direct Inc. | Vendor#: 11099 | Dept: Division of Transportation | Division: Fleet Department |
| Attn: | Email: | Attn: William Bell | Email: william.bell@dupageco.org |
| Address: 5620 W. 65th St. | City: Chicago | Address: 180 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60638 | 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): May 11, 2023 | Contract End Date (PO25): Apr 30, 2024 |
| Contract Administrator (PO25): Roula Eikosidekas | | | |

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 | | Automotive Emergency Lighting | FY23 | 1500 | 3520 | 52250 | | 13,000.00 | 13,000.00 |
| 2 | 1 | EA | | Automotive Emergency Lighting | FY24 | 1500 | 3520 | 52250 | | 5,000.00 | 5,000.00 |
| <i>FY is required, assure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 18,000.00 |

| <i>Comments</i> | |
|----------------------|---|
| HEADER COMMENTS | Provide comments for P020 and P025. To furnish and deliver Automotive Emergency Lighting on an "as needed" basis for the 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: Robert Robinson, Mike Figuray and Bill Bell. |
| 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. |

The following documents have been attached: W-9 Vendor Ethics Disclosure Statement