



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#: 25-0359                                 | RFP, BID, QUOTE OR RENEWAL #: Sourcewell #060122-VLT | INITIAL TERM WITH RENEWALS: OTHER      | INITIAL TERM TOTAL COST: \$37,108.40                   |
| COMMITTEE: TRANSPORTATION                         | TARGET COMMITTEE DATE: 02/04/2025                    | PROMPT FOR RENEWAL: 3 MONTHS           | CONTRACT TOTAL COST WITH ALL RENEWALS: \$37,108.40     |
|   | CURRENT TERM TOTAL COST: \$37,108.40                 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM                      |
| <i>Vendor Information</i>                         |  | <i>Department Information</i>          |  |
| VENDOR: Casey Equipment                           | VENDOR #:  | DEPT: Division of Transportation       | DEPT CONTACT NAME: Roula Eikosidekas                   |
| VENDOR CONTACT: Mike Fay                          | VENDOR CONTACT PHONE: 847-437-8686                   | DEPT CONTACT PHONE #: 630-407-6920     | DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov |
| VENDOR CONTACT EMAIL: mike.fay@caseyequipment.com | VENDOR WEBSITE:                                      | DEPT REQ #: 25-1500-10                 |  |

#### 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 is requesting a purchase order to Casey Equipment, to furnish and deliver (1) Leeboy L150T Tack Cart Trailer, for a contract total not to exceed \$37,108.40, per sourcewell contract #060122-VLT.

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

This purchase of a new Tack Cart Trailer will be used to precisely apply emulsion to asphalt and promote bonding between road layers that will help improve asphalt repair patches on DuPage County roads and highway systems.

This Tack Cart Trailer will replace (E-229 ) which has exceed its useful life.

### 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.<br><br>This contract was setup using the Sourcewell Contract #060122-VLT  |
| 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).<br><br>1. DOT staff recommends issuing a purchase order to Casey Equipment, using the Sourcewell Contract #060122-VLT.<br>2. The Sourcewell Contract #060122-VLT. has proven to be cost savings over going out for bid locally. |

| SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION  |   |
|--|---|
| <b>JUSTIFICATION</b> Select an item from the following dropdown menu to justify why this is a sole source procurement. |   |
| <b>NECESSITY AND UNIQUE FEATURES</b>   | 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. |
| <b>MARKET TESTING</b>  | 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.   |
| <b>AVAILABILITY</b>  | 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:<br>Casey Equipment                  | Vendor#:                              | Dept:<br>Division of Transportation         | Division:<br>Accounts Payable             |
| Attn:<br>Mike Fay                           | Email:<br>mike.fay@caseyequipment.com | Attn:<br>Kathy Curcio                       | Email:<br>DOTFinance@dupagecounty.gov     |
| Address:<br>1603 E. Algonquin Road          | City:<br>Arlington Heights            | Address:<br>421 N. County Farm Road         | City:<br>Wheaton                          |
| State:<br>IL                                | Zip:<br>60005                         | State:<br>IL                                | Zip:<br>60187                             |
| Phone:<br>847-437-8686                      | Fax:                                  | Phone:<br>630-407-6900                      | Fax:                                      |
| <i>Send Payments To:</i>                    |                                       | <i>Ship to:</i>                             |   |
| Vendor:<br>same as above.                   | Vendor#:                              | Dept:<br>Division of Transportation         | Division:<br>Highway Maintenance          |
| Attn:                                       | Email:                                | Attn:<br>David Koehler                      | Email:<br>david.koehler@dupagecounty.gov  |
| Address:<br>same as above.                  | City:                                 | Address:<br>140 N. County Farm Road         | City:<br>Wheaton                          |
| State:                                      | Zip:                                  | State:<br>IL                                | Zip:<br>60187                             |
| Phone:                                      | Fax:                                  | Phone:<br>630-407-6926                      | Fax:                                      |
| <b>Shipping</b>                             |                                       | <b>Contract Dates</b>                       |   |
| Payment Terms:<br>PER 50 ILCS 505/1         | FOB:<br>Destination                   | Contract Start Date (PO25):<br>Feb 11, 2025 | Contract End Date (PO25):<br>Nov 30, 2025 |

| Purchase Requisition Line Details                         |     |     |                            |                          |      |         |      |           |                             |                   |              |
|---|-----|-----|----------------------------|--------------------------|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| LN  | Qty | UOM | Item Detail<br>(Product #) | Description              | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension    |
| 1   | 1   | EA  | L150T                      | LeeBoy Tack Cart Trailer | FY25 | 1500    | 3510 | 54130     |                             | 37,108.40         | 37,108.40    |
| <b>FY is required, ensure the correct FY is selected.</b> |     |     |                            |                          |      |         |      |           |                             | Requisition Total | \$ 37,108.40 |

| Comments             |  |
|----------------------|--|
| HEADER COMMENTS      | Provide comments for P020 and P025.<br><br>To furnish and deliver (1) Leeboy L150T Tack Cart Trailer for the DOT.  |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.<br><br>Email Approved PO to Mike, Fay, David Koehler, William Bell and Mike Figuary. |
| INTERNAL NOTES       | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.<br><br>see above.  |
| APPROVALS            | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.   |