



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 #: Sourcwell #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	
<i>Overview</i>			
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) Leebay L150T Tack Cart Trailer, for a contract total not to exceed \$37,108.40, per sourcwell 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. This contract was setup using the Sourcwell 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). 1. DOT staff recommends issuing a purchase order to Casey Equipment, using the Sourcwell Contract #060122-VLTI. 2. The Sourcwell Contract #060122-VLT has proven to be cost savings over going out for bid locally.

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: Casey Equipment	Vendor#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: Mike Fay	Email: mike.fay@caseyequipment.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 1603 E. Algonquin Road	City: Arlington Heights	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60005	State: IL	Zip: 60187
Phone: 847-437-8686	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: same as above.	Vendor#:	Dept: Division of Transportation	Division: Highway Maintenance
Attn:	Email:	Attn: David Koehler	Email: david.koehler@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6926	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 11, 2025	Contract End Date (PO25): Nov 30, 2025

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	L150T	LeeBoy Tack Cart Trailer	FY25	1500	3510	54130		37,108.40	37,108.40
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 37,108.40

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. 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. 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. see above.
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.