



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 #: Sourcewell #091422-MSI	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$35,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 10/15/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$35,000.00
	CURRENT TERM TOTAL COST: \$35,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Sid Tools Company d/b/a MSC Industrial Supply Co.	VENDOR #: 12025	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Ingrid Dykes	VENDOR CONTACT PHONE: 224-330-9744	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: dykesi@mscdirect.com	VENDOR WEBSITE:	DEPT REQ #: 24-1500-62	
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 MSC Industrial, to furnish and deliver MRO supplies on an as needed basis. This contract shall be effective December 1, 2024 through November 30, 2025, for a contract total not to exceed \$35,000.00, per sourcewell contract #091422-MSI.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DOT provides their employees with various maintenance, repair, and operation supplies for use while maintaining the fleet department, highway garage, the prairie path system, and right of ways.			

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 cooperative sourcewell contract #091422-MSI.
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 MSC Industrial, using the sourcewell contract #091422-MSI. 2. The sourcewell cooperative has proven to be cost savings over going out for a 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: Sid Tools Company d/b/a MSC Industrial Supply Co.	Vendor#: 12025	Dept: Division of Transportation	Division: Accounts Payable
Attn: Ingrid Dykes	Email: dykesi@mscdirect.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 525 Harbour Place Drive	City: Davidson	Address: 421 N. County Farm Road	City: Wheaton
State: NC	Zip: 28036	State: IL	Zip: 60187
Phone: 847-644-6413	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Sid Tools Company d/b/a MSC Industrial Supply Co.	Vendor#: 12025	Dept: Division of Transportation	Division: Hwy Maintenance
Attn: Kathy Skocz	Email: kathy.skocz@mscdirect.com	Attn: John Gavurnik	Email: john.gavurnik@dupagecounty.gov
Address: 525 Harbour Place Drive	City: Davidson	Address: 140 N. County Farm Road	City: Wheaton
State: NC	Zip: 28036	State: IL	Zip: 60187
Phone: 630-337-1218	Fax:	Phone: 630-407-6936	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2024	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		DOT Hwy Maintenance - MRO Supplies	FY25	1500	3510	52200		25,000.00	25,000.00
2	1	EA		DOT Fleet - MRO Supplies	FY25	1500	3520	52200		10,000.00	10,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 35,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver MRO supplies for the DOT Fleet & Maintenance under the Source-well coop.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to Ingrid Dykes, Kathy Skocz, John Gavurnik, William Bell and Mike Figuray.
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.