



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#:	RFP, BID, QUOTE OR RENEWAL #: #22-097-DOT	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$30,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 05/07/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$120,000.00
	CURRENT TERM TOTAL COST: \$30,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Complete Fleet Services, Inc	VENDOR #: 40576	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Sean McCombs	VENDOR CONTACT PHONE: 630-562-0245	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: sean@completefleetservice.net	VENDOR WEBSITE:	DEPT REQ #: 24-1500-37	

Overview
<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>DOT Fleet is requesting a purchase order to Complete Fleet Service, to service repair on Heavy Duty Diesel Trucks & Equipment on as-needed basis. Effective June 1, 2024 through May 31, 2025, for a contract total not to exceed \$30,000.00, per low bid #22-097-DOT, this contract will be the second of three renewals.</p> <ul style="list-style-type: none"> - Regular Labor Rates for Repairs (Monday-Friday 7:00a.m. - 4:00p.m.) @ \$165.00/hourly. - OT Labor Rates for Repairs (Saturday & before 7:00a.m. after 4:00p.m.) @ \$190.00/hourly. - Premium Rates for Repairs (Sundays & Holidays) @ \$220.00/hourly. - Markup (+40%) off Catalog List Price on Repair Parts. - Vehicle Pickup and Drop Off for Service @ \$50.00/each. <p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished</p> <p>To service repair and replacement parts, to repair County owned and operated vehicles.</p>

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.
RENEWAL	
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: Complete Fleet Services, Inc	Vendor#: 40576	Dept: Division of Transportation	Division: Accounts Payable
Attn: Sean McCombs	Email: sean@completefleetservice.net	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 27W026 St. Charles Rd.	City: Carol Stream	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60188	State: IL	Zip: 60187
Phone: 630-675-5076	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Complete Fleet Services, Inc	Vendor#: 40576	Dept: Division of Transportation	Division: Fleet
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): Jun 1, 2024	Contract End Date (PO25): May 31, 2025
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		Service Repair Heavy Duty Diesel Trucks and Equipment	FY24	1500	3520	53380		15,000.00	15,000.00
2	1	EA		Service Repair Heavy Duty Diesel Trucks and Equipment	FY25	1500	3520	53380		15,000.00	15,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 30,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To service repair Heavy Duty Diesel Trucks and Equipment for DOT Fleet (second renewal).
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Sean McCombs, 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.

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