



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

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SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 26-0235	RFP, BID, QUOTE OR RENEWAL #: Sole Source	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$15,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 01/20/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$15,000.00
	CURRENT TERM TOTAL COST: \$15,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Roland Machinery Company d/b/a Roland Machinery Exchange	VENDOR #: 10191	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Rodney Drury	VENDOR CONTACT PHONE: 630-514-0422	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: rdrury@rolandmachinery.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-16	
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.). Recommendation for the approval of a contract purchase order to Roland Machinery Company d/b/a Roland Machinery Exchange, to furnish and deliver OEM Wirtgen & Hamm certified repair and replacement parts on an as-needed basis for the Division of Transportation, for the period February 1, 2026 through January 31, 2027, for a total contract amount of \$15,000.00; per 55 ILCS 5/5-1022 (c) not suitable for competitive bids (sole source - authorized dealer for certified quality repair and replacement parts).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Certified repair and replacement parts for the County owned and operated fleet of Wirtgen & Hamm equipment and implements.			

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. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
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

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	<p>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.</p> <p>Roland Machinery Company is the sole authorized dealer to service and supply Wirtgen and Hamm OEM Certified Repair and Replacement Parts.</p>
MARKET TESTING	<p>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.</p> <p>The market was evaluated on December 3, 2025. Roland Machinery was determined to be the sole dealer for OEM parts and certified service.</p>
AVAILABILITY	<p>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.</p> <p>Roland Machinery Company, is the sole authorized certified dealer to service and supply northern Illinois and northwestern Indian. Roland Machinery is responsible for all equipment sales, parts, and service in all three locations Bolingbrook, Marengo, and northwestern Indian with trained technicians and customer service staff available to meet the needs of customers.</p>

SECTION 5: Purchase Requisition Information

Send Purchase Order To:		Send Invoices To:	
Vendor: Roland Machinery Company d/b/a Roland Machinery Exchange	Vendor#: 10191	Dept: Division of Transportation	Division: Accounts Payable
Attn: Rodney Drury	Email: rdrury@rolandmachinery.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 220 E. Frontage Road	City: Bolingbrook	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60440	State: IL	Zip: 60187
Phone: 630-514-0422	Fax:	Phone: 630-407-6900	Fax:
Send Payments To:		Ship to:	
Vendor: Roland Machinery Company d/b/a Roland Machinery Exchange	Vendor#: 10191	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: 816 N. Driksen	City: Springfield	Address: 180 N. County Farm Road	City: Wheaton
State: IL	Zip: 62702	State: IL	Zip: 60187
Phone: 800-252-2926	Fax:	Phone: 630-407-6931	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 1, 2026	Contract End Date (PO25): Jan 31, 2027

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		Wirtgen & Hamm OEM Certified Repair and Replacement Parts	FY26	1500	3520	52250		14,000.00	14,000.00
2	1	EA		Wirtgen & Hamm OEM Certified Repair and Replacement Parts	FY27	1500	3520	52250		1,000.00	1,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 15,000.00

Comments	
HEADER COMMENTS	<p>Provide comments for P020 and P025.</p> <p>To furnish and deliver Wirtgen & Hamm OEM certified repair and replacement parts.</p>
SPECIAL INSTRUCTIONS	<p>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</p> <p>Email Approved PO to: Rodney Drury, Andy Waller (awaller@rolandmachinery.com), William Bell, Roula Eikosidekas and Mike Figuray.</p>
INTERNAL NOTES	<p>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</p> <p>see above.</p>
APPROVALS	<p>Department Head signature approval for procurements under \$15,000. Department Officer Approval for ETSB.</p>

Signature on file

1/6/26