



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

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| <i>General Tracking</i> | | <i>Contract Terms</i> | |
| FILE ID#: | RFP, BID, QUOTE OR RENEWAL #: Sole Source | INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD | INITIAL TERM TOTAL COST: \$107,035.00 |
| COMMITTEE: TRANSPORTATION | TARGET COMMITTEE DATE: 08/15/2023 | PROMPT FOR RENEWAL: 3 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$107,035.00 |
| | CURRENT TERM TOTAL COST: \$107,035.00 | MAX LENGTH WITH ALL RENEWALS: ONE YEAR | CURRENT TERM PERIOD: INITIAL TERM |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Energicity Corp d/b/a Rack'm Up Equipment Distributors | VENDOR #: | DEPT: Division of Transportation | DEPT CONTACT NAME: Roula Eikosidekas |
| VENDOR CONTACT: Al Shenfeld | VENDOR CONTACT PHONE: 874-734-8446 | DEPT CONTACT PHONE #: 630-407-6920 | DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org |
| VENDOR CONTACT EMAIL: ashenfeld@rackmup.com | VENDOR WEBSITE: | DEPT REQ #: 23-1500-66 | |

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 Fleet is requesting a purchase order to Rack'm Up Equipment Distributors, to install a Mohawk Vertical Rise Vehicle Lift. Effective August 23, 2023 through August 22, 2024. Contract total not to exceed \$107,035.00, per 55 ILCS 5/5-1022 (c) not suitable for competitive bids (sole factory trained and authorized installer).

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
 Installation of this vehicle lift will replace an inoperable lift taken out of service due to safety. Heavy Duty Vehicle Lifts are an integral part of our heavy duty fleet maintenance department endure mechanics can safely and effectively work on plow trucks and other heavy equipment.

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

| | |
|-------------------------------------|--|
| 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. SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES |
| 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. DuPage County DOT is purchasing a Mohawk brand heavy duty vehicle lift. Rack'm Up Equipment Distributors is currently the only contractor in the greater Chicago area that is factory trained and authorized to perform Mohawk Lift installations. |
| 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. On 7/14/2023 we were informed by Mohawk Lifts that Rack'em Up is the only contractor in the greater Chicago-land area that is factory trained and authorized to install Mohawk lifts. |
| 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. Tom Havens (THavens@MohawkLifts.com) from Mohawk lifts referred us to Rack'em Up for the installation of a Mohawk heavy-duty vehicle lift. Per attached letter dated July 19th, 2023, Rack'm Up Equipment Distributors is the only contractor factory authorized to perform Mohawk Lift installations in the Greater Chicago Land Area. |

SECTION 5: Purchase Requisition Information

| <i>Send Purchase Order To:</i> | | <i>Send Invoices To:</i> | |
|--|---------------------------------|---|---|
| Vendor: Energicity Corp d/b/a Rack'm Up Equipment Distributors | Vendor#: | Dept: Division of Transportation | Division: Accounts Payable |
| Attn: Al Shenfeld | Email: ashenfeld@rackmup.com | Attn: Kathy Curcio | Email: DOTFinance@dupageco.org |
| Address: 808 N. Central Road, Unit D | City: Wood Dale | Address: 421 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60191 | State: IL | Zip: 60187 |
| Phone: 874-734-8446 | Fax: | Phone: 630-407-6892 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Energicity Corp d/b/a Rack'm Up Equipment Distributors | Vendor#: | Dept: Division of Transportation | Division: Fleet Department |
| Attn: | Email: | Attn: William Bell | Email: william.bell@dupageco.org |
| Address: 808 N. Central Road, Unit D | City: Wood Dale | Address: 180 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60191 | 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): Aug 23, 2023 | Contract End Date (PO25): Aug 22, 2024 |
| 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 | | Install a new Mohawk Vertical Rise Vehicle Lift | FY23 | 1500 | 3520 | 54010 | | 107,035.00 | 107,035.00 |
| <i>FY is required, assure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 107,035.00 |

| <i>Comments</i> | |
|----------------------|---|
| HEADER COMMENTS | Provide comments for P020 and P025. Install a new Mohawk Vertical Rise Vehicle Lift for the DOT Fleet. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Al Shenfeld, Bill 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