



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 #: 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	
<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 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