



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

| <b>SECTION 1: DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                            |                                       |                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|---------------------------------------|-------------------------------------------------------|
| <i>General Tracking</i>                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                            | <i>Contract Terms</i>                 |                                                       |
| FILE ID#:                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RFP, BID, QUOTE OR RENEWAL #:<br>25-132-PW | INITIAL TERM WITH RENEWALS:<br>OTHER  | INITIAL TERM TOTAL COST:<br>\$32,400.00               |
| COMMITTEE:<br>PUBLIC WORKS                                                                                                                                                                                                                                                                                                                                                                                                                                          | TARGET COMMITTEE DATE:<br>01/06/2026       | PROMPT FOR RENEWAL:                   | CONTRACT TOTAL COST WITH ALL RENEWALS:<br>\$32,400.00 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CURRENT TERM TOTAL COST:<br>\$32,400.00    | MAX LENGTH WITH ALL RENEWALS:         | CURRENT TERM PERIOD:<br>INITIAL TERM                  |
| <i>Vendor Information</i>                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                            | <i>Department Information</i>         |                                                       |
| VENDOR:<br>West Side Tractor Sales Co.                                                                                                                                                                                                                                                                                                                                                                                                                              | VENDOR #:                                  | DEPT:<br>Public Works                 | DEPT CONTACT NAME:<br>Sean Reese                      |
| VENDOR CONTACT:<br>Tom Becker                                                                                                                                                                                                                                                                                                                                                                                                                                       | VENDOR CONTACT PHONE:<br>630-797-1263      | DEPT CONTACT PHONE #:<br>630-985-7400 | DEPT CONTACT EMAIL:<br>sean.reese@dupagecounty.gov    |
| VENDOR CONTACT EMAIL:<br>tbecker@wstsales.com                                                                                                                                                                                                                                                                                                                                                                                                                       | VENDOR WEBSITE:                            | DEPT REQ #:                           |                                                       |
| <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.). Recommendation for the approval of a contract to West Side Tractor Sales Co., for a 2026 Felling FT-24-2 T tilting trailer with a 4 foot stationary deck, for the period of January 13, 2026, to November 30, 2026, for a total contract amount not to exceed \$ 32,400 per lowest responsible bid #25-132-PW. |                                            |                                       |                                                       |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>A new tilting trailer with a 4 foot stationary deck is required for Public Works. The current trailer is nearing the end of its useful life. The trailer is crucial to our underground department in transporting large equipment and shoring boxes in the event of a water or sewer main break.                                                              |                                            |                                       |                                                       |

| <b>SECTION 2: DECISION MEMO REQUIREMENTS</b> |                                                                                                                                                                                                    |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| DECISION MEMO NOT REQUIRED                   | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.<br>LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION) |
| DECISION MEMO REQUIRED                       | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.                                                                                           |

| <b>SECTION 3: DECISION MEMO</b>     |                                                                                                                                                                      |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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**

|                                                                                                                        |                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>JUSTIFICATION</b> Select an item from the following dropdown menu to justify why this is a sole source procurement. |                                                                                                                                                                                                                                                     |
| <b>NECESSITY AND UNIQUE FEATURES</b>                                                                                   | 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. |
| <b>MARKET TESTING</b>                                                                                                  | 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.                                                                             |
| <b>AVAILABILITY</b>                                                                                                    | 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:<br>West Side Tractor Sales, Co. | Vendor#:                       | Dept:<br>Public Works                       | Division:<br>Public Works                    |
| Attn:<br>Tom Becker                     | Email:<br>tbecker@wstsales.com | Attn:<br>Magda Leonida-Padilla              | Email:<br>pwaccountspayable@dupagecounty.gov |
| Address:<br>3300 Ogden Ave              | City:<br>Lisle                 | Address:<br>7900 S. Rt. 53                  | City:<br>Woodridge                           |
| State:<br>IL                            | Zip:<br>60532                  | State:<br>IL                                | Zip:<br>60517                                |
| Phone:<br>630-797-1263                  | Fax:                           | Phone:<br>630-985-7400                      | Fax:                                         |
| <i>Send Payments To:</i>                |                                | <i>Ship to:</i>                             |                                              |
| Vendor:<br>Same as Above                | Vendor#:                       | Dept:<br>Same as Above                      | Division:                                    |
| Attn:                                   | Email:                         | Attn:                                       | Email:                                       |
| Address:                                | City:                          | Address:                                    | City:                                        |
| State:                                  | Zip:                           | State:                                      | Zip:                                         |
| Phone:                                  | Fax:                           | Phone:                                      | Fax:                                         |
| <i>Shipping</i>                         |                                | <i>Contract Dates</i>                       |                                              |
| Payment Terms:<br>PER 50 ILCS 505/1     | FOB:<br>Destination            | Contract Start Date (PO25):<br>Jan 13, 2026 | Contract End Date (PO25):<br>Nov 30, 2026    |

| Purchase Requisition Line Details                         |     |     |                            |                                              |      |         |      |           |                             |                   |              |
|-----------------------------------------------------------|-----|-----|----------------------------|----------------------------------------------|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| LN                                                        | Qty | UOM | Item Detail<br>(Product #) | Description                                  | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension    |
| 1                                                         | 1   | EA  |                            | FT-24-2 T Felling Trailer per specifications | FY26 | 2000    | 2665 | 54110     |                             | 32,400.00         | 32,400.00    |
| <b>FY is required, ensure the correct FY is selected.</b> |     |     |                            |                                              |      |         |      |           |                             | Requisition Total | \$ 32,400.00 |

| Comments             |                                                                                                            |
|----------------------|------------------------------------------------------------------------------------------------------------|
| HEADER COMMENTS      | Provide comments for P020 and P025.                                                                        |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.            |
| INTERNAL NOTES       | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.      |
| APPROVALS            | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |