



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 #: ES 00055	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$32,606.30
COMMITTEE: FINANCE	TARGET COMMITTEE DATE: 08/22/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$32,606.30
	CURRENT TERM TOTAL COST: \$32,606.30	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Midway Industrial	VENDOR #: 39418	DEPT: Election Division	DEPT CONTACT NAME: John Meneghini
VENDOR CONTACT: Eric Seldomridge	VENDOR CONTACT PHONE: 630 277 3327	DEPT CONTACT PHONE #: 5697	DEPT CONTACT EMAIL: john.meneghini2@dupagecounty
VENDOR CONTACT EMAIL: erics@midwaylift.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.). Furnish and replace new forklift,originally purchased in 2006. Old forklift is rusting and has bottom corrosion and is at an unsafe level per service tech. Government co-operative Sourcwell			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished current forklift unsafe and corroding . Current forklift is corroding and is unsafe. See attachment for more information.			

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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required. COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING

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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. Sourcwell co-operative
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). Purchase from Sourcwell. or pay a higher price plus the time and cost of the vetting process.

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: Midway	Vendor#: 39418	Dept: DuPage County Clerk	Division:
Attn: Eric Seldomridge	Email: ericsmidwaylift.com	Attn: Beth Mueller	Email:
Address: 660 Heartland Drive	City: Sugar Grove	Address: 421 N. County Farm Rd.	City: Wheaton
State: Illinois	Zip: 60554	State: Illinois	Zip: 60187
Phone: 630 277 3327	Fax:	Phone: 630 407 5531	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Midway Industrial	Vendor#: 39419	Dept: DuPage County	Division: Election Division
Attn: Eric Seldomridge	Email:	Attn: Chris Reed	Email:
Address: 660 N. Heartland	City: Sugar Grove	Address: 2580 Diehl Road	City: Aurora
State: Illinois	Zip: 60554	State: Illinois	Zip: 60502
Phone: 630 277 3327	Fax:	Phone: 630 407 5531	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 22, 2023	Contract End Date (PO25): Aug 21, 2024
Contract Administrator (PO25):			

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		Hyundai 15BT-9U Lift Truck	FY23	1000	4220	54130		32,606.30	32,606.30
FY is required, assure the correct FY is selected.										Requisition Total \$	32,606.30

<i>Comments</i>	
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.

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

For the following reason it has been determined that purchasing a new forklift would be in the best interest of the DuPage County Clerks Election Division Warehouse.

- The old forklift was purchased in 2006 and has been regularly serviced and inspected. The Forklift has started to function unsafely while in use. This issue started to show itself slowly but in the last year and a half has progressed to be unsafe level, especially while putting things up to on the top racking. With the supply chain issues affecting forklift production we have had our order submitted since this time.
- The battery cells were repaired in 2019 in the hopes that it would solve the problem, it did not. After this failed attempt the service tech suggested that we should start looking into a new forklift.
- Part of the techs reasoning for a full replacement was that the Forklift bottom has a corrosion issue they discovered while fixing the battery cells. A staff member, prior to current staff, added to much water into the battery cells which caused it to leak that overflowed to bellow the battery causing corrosion.
- The forklift that has been chosen has more modern features on it that will increase safety and productivity. The new Forklift can spread the forks using a lever instead of needing to get on and off the forklift every time you change pallet sizes. The election warehouse has many nonstandard size pallets and requires the driver to stop and change the forks frequently.
- The new forklift also will come with a new watering system to ensure that when adding water to the battery cells that it will always be filled to the correct level ensuring we won't be able to over fill the cells. This will also make it safer as we are hand filling the cells one at a time using jugs of water and a funnel with the current forklift.
- A forklift is ESSENTIAL to warehouse production. The warehouse has racking that is only accessible with a forklift. Almost all elements of the election are stored on the racking.