



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

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
MINUTETRAQ ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$31,091.26
COMMITTEE:	TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$31,091.26
	CURRENT TERM TOTAL COST: \$31,091.26	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Friendly Ford	VENDOR #: 40625	DEPT: States Attorney	DEPT CONTACT NAME: Catherine Hundley
VENDOR CONTACT: Russell J. Crocilla	VENDOR CONTACT PHONE: 630-924-8686	DEPT CONTACT PHONE #: 407-2733	DEPT CONTACT EMAIL: catherine.hundley@dupageco.org
VENDOR CONTACT EMAIL:	VENDOR WEBSITE: www.friendlyford.com	DEPT REQ #:	
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.). The DuPage County vehicle replacement policy requires that a vehicle be in service a minimum of 12 years or have a minimum of 150,000 miles, and/or must be assessed by a mechanic prior to being considered for replacement. This vehicle has been taken out of service due to mechanics assessment.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Each year as part of the budget process, the Division of Transportation will assess and recommend vehicles to be replaced for the upcoming fiscal year. Due to supply chain and reduced inventory, the County Board authorized the Division of Transportation to move forward with FY2023 and FY2024 vehicle replacement recommendations as soon as contract orders open.			

### 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.
OTHER THAN LOWEST RESPONSIBLE BID	

### 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. FINANCIAL PLANNING
SOURCE SELECTION	Describe method used to select source. The Division of Transportation chose Friendly Ford in accordance with the DuPage County Procurement Ordinance - Section 2-355 - Circumstances not suitable for bid (extreme supply chain interruption) and DT-R-0306B-22. Available cooperatives are no longer accepting new vehicle orders. The vehicle being replaced has been taken out of service due to condition and in the interest of user safety. The DOT contacted three (3) vendors for vehicle availability and pricing. Friendly Ford had a vehicle available and competitively priced.
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). 1. Award a contract to Friendly Ford. This is the recommended option as Friendly Ford has provided pricing competitive to closed cooperatives and other area dealers. The vehicle is immediately available.



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## 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

Send Purchase Order To:		Send Invoices To:	
Vendor: Friendly Ford	Vendor#: 40625	Dept: Division of Transportation	Division: DOT Finance
Attn: Russell J. Crocilla	Email:	Attn:	Email: DOTFinance@dupageco.org
Address: 333 E. Irving Park Road	City: Roselle	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60172	State: IL	Zip: 60187
Phone: 630-824-8686	Fax:	Phone: 630-407-6900	Fax: 630-407-6901
Send Payments To:		Ship to:	
Vendor: same as above	Vendor#:	Dept: Division of Transportation	Division: Fleet Maintenance
Attn:	Email:	Attn: William Bell	Email: william.bell@dupageco.org
Address:	City:	Address: 180 N. County Farm Road	City: Wheaton
State:	Zip:	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): Mar 17, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25): Kathleen (Black) Curcio			

**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****Send Purchase Order To:**Vendor:  
Friendly FordVendor#:  
40625Attn:  
Russell J. Crocilla

Email:

Address:  
333 E. Irving Park RoadCity:  
RoselleState:  
ILZip:  
60172Phone:  
630-824-8686

Fax:

**Send Invoices To:**Dept:  
Division of TransportationDivision:  
DOT Finance

Attn:

Email:  
DOTFinance@dupageco.orgAddress:  
421 N. County Farm RoadCity:  
WheatonState:  
ILZip:  
60187Phone:  
630-407-6900Fax:  
630-407-6901**Send Payments To:**Vendor:  
same as above

Vendor#:

Dept:  
Division of TransportationDivision:  
Fleet Maintenance

Attn:

Email:

Attn:  
William BellEmail:  
william.bell@dupageco.org

Address:

City:

Address:  
180 N. County Farm RoadCity:  
Wheaton

State:

Zip:

State:  
ILZip:  
60187

Phone:

Fax:

Phone:  
630-407-6931

Fax:

**Shipping**Payment Terms:  
PER 50 ILCS 505/1FOB:  
Destination**Contract Dates**Contract Start Date (PO25):  
Mar 17, 2023Contract End Date (PO25):  
Nov 30, 2024

Contract Administrator (PO25): Kathleen (Black) Curcio

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		Ford Escape	FY23	6000	1161	54120	6500	31,091.26	31,091.26
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 31,091.26

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. (1) Ford Escape for the DuPage County States Attorney's Department.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Vehicle Replacement Schedule FY2023 - Ford Escape
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Per Bill of Sale Email copy of PO to DOTFinance@dupageco.org; william.bell@dupageco.org; catherine.hundley@dupageco.org
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