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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #121223	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: $30,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 06/18/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $30,000.00
	CURRENT TERM TOTAL COST: $30,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		*Department Information*	
VENDOR: Snap-On Incorporated d/b/a Snap-On Industrial, a division of IDSC Holdings, LLC.	VENDOR #: 10045	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Bryan Hansen	VENDOR CONTACT PHONE: 224-769-1149	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: bryan.hansen@snapon.com	VENDOR WEBSITE:	DEPT REQ #: 24-1500-49	

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 Snap On Industrial, to furnish and deliver snap-on tools and diagnostic equipment on an as-needed basis. Effective July 1, 2024 through June 30, 2025, for a contract total not to exceed $30,000.00, per Sourcewell Contract #121223.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

Snap-On Industrial is a designer, manufacturer and marketer of high end tools and equipment for professional use in the transportation industry including automotive and heavy duty 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.

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

SOURCE SELECTION	Describe method used to select source. We are currently utilizing the Sourcewell Cooperative Contract to Snap-On Industrial for tools and diagnostic of heavy duty equipment.
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. DOT staff recommends issuing a purchase order to Snap-On Industrial, using the Sourcewell Contract #121223. 2. The Sourcewell Cooperative has proven to be cost savings over going out for bid locally.

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:		*Send Invoices To:*	
Vendor: Snap-On Incorporated d/b/a Snap-On Industrial, a division of IDSC Holdings, LLC.	Vendor#: 10045	Dept: Division of Transportation	Division: Accounts Payable
Attn: Bryan Hansen	Email: bryan.hansen@snapon.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 2801 80th St.	City: Kenosha	Address: 421 N. County Farm Road	City: Wheaton
State: WI	Zip: 53140	State: IL	Zip: 60187
Phone: 224-769-1149	Fax:	Phone: 630-407-6900	Fax:
Send Payments To:		*Ship to:*	
Vendor: Snap-On Incorporated d/b/a Snap-On Industrial, a division of IDSC Holdings, LLC.	Vendor#: 10045	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: same as above.	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): Jul 1, 2024	Contract End Date (PO25): Jun 30, 2025

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		Tools & Diagnostic Equipment	FY24	1500	3520	52000		15,000.00	15,000.00
2	1	EA		Tools & Diagnostic Equipment	FY25	1500	3520	52000		15,000.00	15,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 30,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver snap-on tools and diagnostic equipment on an as-needed basis for 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: Bryan Hansen, William 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.