



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#: 24-3156	RFP, BID, QUOTE OR RENEWAL #: Source-well #020223-CEC	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$61,550.44
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 12/03/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$61,550.44
	CURRENT TERM TOTAL COST: \$61,550.44	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Atlas Bobcat	VENDOR #: 10309	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Todd Swartz	VENDOR CONTACT PHONE: 847-678-3633	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: tswartz@atlasbobcat.com	VENDOR WEBSITE:	DEPT REQ #: 24-1500-78	

<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 is requesting a purchase order to Atlas Bobcat, to furnish and deliver one (1) E35 Bobcat Compact Excavator, for a contract total not to exceed \$61,550.44, per source-well contract #020223-CEC.
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The purchase of one (1) E35 Bobcat Compact Excavator, will be used for a variety of road maintenance and repair projects throughout DuPage County, improving the quality and rideability of our roadway system. The new bobcat excavator will replace (H-93) which has exceeded its useful life.

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. This contract was setup using the cooperative source-well Contract #020223-CEC.
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 Atlas Bobcat, using the source-well contract #020223-CEC. 2. The source-well cooperative has proven to be a cost savings over going out to bid.

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: Atlas Bobcat	Vendor#: 10309	Dept: Division of Transportation	Division: Accounts Payable
Attn: Todd Swartz	Email: tswartz@atlasbobcat.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 1160 McCabe	City: Elk Grove Village	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60007	State: IL	Zip: 60187
Phone: 847-678-3633	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Atlas Bobcat	Vendor#: 10309	Dept: Division of Transportation	Division: Highway Maintenance
Attn:	Email:	Attn: Jason Walsh	Email: jason.walsh@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6925	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 11, 2024	Contract End Date (PO25): Nov 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	M3409	E35 Bobcat Compact Excavator 25HP R2-Series	FY25	1500	3510	54130		61,550.44	61,550.44
										Requisition Total	\$ 61,550.44

FY is required, ensure the correct FY is selected.

Comments

HEADER COMMENTS	<p>Provide comments for P020 and P025.</p> <p>To purchase and deliver E35 Bobcat Compact Excavator that will replace (H-93) for highway maintenance.</p>
SPECIAL INSTRUCTIONS	<p>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</p> <p>Email Approved PO to: Todd Swartz, Jason Walsh, William Bell and Mike Figuray.</p>
INTERNAL NOTES	<p>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</p> <p>see above.</p>
APPROVALS	<p>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</p>