



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 #:            | INITIAL TERM WITH RENEWALS:<br>OTHER      | INITIAL TERM TOTAL COST:<br>\$196,067.00               |
| COMMITTEE:<br>PUBLIC WORKS  | TARGET COMMITTEE DATE:<br>12/03/2024     | PROMPT FOR RENEWAL:                       | CONTRACT TOTAL COST WITH ALL RENEWALS:<br>\$196,067.00 |
|   | CURRENT TERM TOTAL COST:<br>\$196,067.00 | MAX LENGTH WITH ALL RENEWALS:<br>ONE YEAR | CURRENT TERM PERIOD:<br>INITIAL TERM                   |
| <i>Vendor Information</i>   |  | <i>Department Information</i>             |  |
| VENDOR:<br>CIT Trucks LLC   | VENDOR #:<br>32123                       | DEPT:<br>Public Works                     | DEPT CONTACT NAME:<br>Drew Cormican                    |
| VENDOR CONTACT:<br>Doug Evans   | VENDOR CONTACT PHONE:<br>815-639-2000    | DEPT CONTACT PHONE #:<br>630-985-7400     | DEPT CONTACT EMAIL:<br>drew.cormican@dupagecounty.gov  |
| VENDOR CONTACT EMAIL:<br>devans@cittrucks.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.). Procure one (1) Kenworth T480 chassis per Sourcwell contract #032824-KTC with Chicago Style Galfab Hoist Roll-Off Body furnished by GPM Truck Center, delivery complete to DuPage County Public Works for \$196,067.   |  |   |  |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished<br>DuPage County Public Works requires a new chassis and roll-off hoist system for the roll-off dumpsters at the Woodridge Greene Valley WWTP. The procurement of a new vehicle will replace the existing 1995 Volvo White-GMC truck that is beyond its useful life. The roll-off truck is utilized daily to move full roll-off dumpsters from the Vactor Station, as well as the grit chamber in the treatment plant. |  |   |  |

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.<br>Two vendors were contacted for a request for quote for procuring a chassis and roll-off hoist. One vendor replied utilizing the cooperative purchasing agreement; Sourcwell. It was identified that CIT-Truck was the lowest responsible bidder through the Sourcwell Cooperative Purchasing Agreement.  |
| 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).<br>1. Recommend the purchase of 1 Kenworth T480 Chassis and attached Galfab GPM Truck Center roll-off hoist attachment for an amount not to exceed \$196,067.<br>2. Purchase a chassis and roll-off attachment from a local vendor off a lot. Not recommended due to the availability in the market.<br>3. Do not approve the purchase at this time. Not recommended due to the age and reliability of the current vehicle. |

### 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>CIT Truck                | Vendor#:<br>32123             | Dept:<br>Public Works                       | Division:<br>Public Works                        |
| Attn:<br>Doug Evans                 | Email:<br>devans@cittruck.com | Attn:<br>Accounts Payable                   | Email:<br>pwaccountspayable@dupagecount<br>y.gov |
| Address:<br>4301 N. Bell School Rd  | City:<br>Loves Park           | Address:<br>7900 S. Rt. 53                  | City:<br>Woodridge                               |
| State:<br>IL                        | Zip:<br>61111                 | State:<br>IL                                | Zip:<br>60515                                    |
| Phone:<br>815-639-2000              | Fax:                          | Phone:<br>630-985-7400                      | Fax:   |
| <i>Send Payments To:</i>            |                               | <i>Ship to:</i>                             |  |
| Vendor:<br>Same as above            | Vendor#:<br>Same as above     | Dept:<br>Same as Above                      | Division:<br>Same as Above                       |
| Attn:                               | Email:                        | Attn:                                       | Email:   |
| Address:                            | City:                         | Address:                                    | City:  |
| State:                              | Zip:                          | State:                                      | Zip:   |
| Phone:                              | Fax:                          | Phone:                                      | Fax:   |
| <b>Shipping</b>                     |                               | <b>Contract Dates</b>                       |  |
| Payment Terms:<br>PER 50 ILCS 505/1 | FOB:<br>Destination           | Contract Start Date (PO25):<br>Dec 10, 2024 | Contract End Date (PO25):<br>Nov 30, 2025        |

**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  |                            | 2026 Kenworth T480 with<br>Galfab Hoist Body | FY25 | 2000    | 2555 | 54110     |                             | 196,067.00        | 196,067.00    |
|    |     |     |                            |  |      |         |      |           |                             | Requisition Total | \$ 196,067.00 |

***FY is required, ensure the correct FY is selected.***

**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. |