



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 #: 24-115 ANS	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$87,745.20
COMMITTEE: ANIMAL SERVICES	TARGET COMMITTEE DATE: 11/19/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$87,745.20
	CURRENT TERM TOTAL COST: \$87,745.20	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: MAVRON, INC.	VENDOR #: 42719	DEPT: Animal Services	DEPT CONTACT NAME: Kristie Lecaros
VENDOR CONTACT: Terri Lambright	VENDOR CONTACT PHONE: 800-551-1498	DEPT CONTACT PHONE #: (630) 407-2800	DEPT CONTACT EMAIL: kristie.lecaros@dupagecounty.gov
VENDOR CONTACT EMAIL: terri@mavron.com	VENDOR WEBSITE: https://mavron.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.). Animal Services purchased (2) new Ford Transit vehicles in 2024 to serve as Animal Services transport vehicles. Once converted, the Ford Transits will replace old ACO vans. Only Mavron was able to meet specifications for customization needed to convert a Ford Transit into an animal transport vehicle according to Animal Services specifications. Other vendors either declined to provide a quote or did not respond.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Animal Services requires a fleet of vehicles in order to conduct field duties, transport animals, and provide services. Upgraded vehicles allow Animal Services to provide a higher level of client service while maintaining a higher level of human and animal safety during transport. In addition, Animal Services vehicles function as free advertising for the agency; building awareness of the organization's presence, services, and enhancing its positive reputation in the community.

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.
LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)

DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source.
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).

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: MAVRON, INC.	Vendor#: 42719	Dept: Animal Services	Division:
Attn: Terri Lambright	Email: terri@mavron.com	Attn: Kristie Lecaros	Email: kristie.lecaros@dupagecounty.gov
Address: 152 S Zimmer Rd	City: Warsaw	Address: 120 N. County Farm Rd	City: Wheaton
State: IN	Zip: 46580	State: IL	Zip: 60187
Phone: 574-371-2402	Fax:	Phone: (630) 407-2800	Fax: (630) 407-2801
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: MAVRON, INC.	Vendor#: 42719	Dept: Animal Services	Division:
Attn: Accounts Receivable	Email: sales@mavron.comm	Attn: Laura Flamion	Email: laura.flamion@dupagecounty.gov
Address: 152 S Zimmer Rd	City: Warsaw	Address: 120 N. County Farm Rd	City: Wheaton
State: IN	Zip: 46580	State: IL	Zip: 60187
Phone: 800-551-1498	Fax:	Phone: (630) 407-2800	Fax: (630) 407-2801
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 27, 2024	Contract End Date (PO25): Nov 26, 2026

Purchase Requisition Line Details											
LN	Qty	UOM	Item Detail (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	2	EA		Vehicle Upfit - Animal Services Ford Transit	FY25	1100	1300	54120		43,872.60	87,745.20
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 87,745.20

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.