



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 #: Bid #26-037-DOT	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$66,560.92
COMMITTEE: DEVELOPMENT	TARGET COMMITTEE DATE: 05/19/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$66,560.92
	CURRENT TERM TOTAL COST: \$66,560.92	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Sutton Ford, Inc.	VENDOR #: 32600	DEPT: Building and Zoning Department	DEPT CONTACT NAME: Jim Stran
VENDOR CONTACT: Scott Ourednik	VENDOR CONTACT PHONE: 708-720-8040	DEPT CONTACT PHONE #: 630-407-6777	DEPT CONTACT EMAIL: jim.stran@dupagecounty.gov
VENDOR CONTACT EMAIL: sourednik@suttonford.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.).			
Recommendation for the approval of a contract to Sutton Ford, Inc., to furnish and deliver two (2) 2026 White Ford Bronco Sport 4x4 Big Bend for Building and Zoning Department, for a contract total not to exceed \$66,560.92, per lowest responsible bid #26-037-DOT.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished			
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. These vehicles meet criteria and DOT recommends replacement.			
These new vehicles will replace BZ-3 & BZ-5.			

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: Sutton Ford, Inc.	Vendor#: 32600	Dept: Division of Transportation	Division: Accounts Payable
Attn: Scott Ourednik	Email: sourednik@suttonford.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 21315 Central Avenue	City: Matteson	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60443	State: IL	Zip: 60187
Phone: 708-720-8040	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Sutton Ford, Inc.	Vendor#: 32600	Dept: Division of Transportation	Division: DOT Fleet
Attn: Lauri Delbarba	Email: lauridelbarba@suttonford.com	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone: 708-720-8067	Fax:	Phone: 630-407-6931	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 27, 2026	Contract End Date (PO25): Nov 30, 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		2026 White Ford Bronco Sport 4x4 Big Bend	FY26	1100	2810	54120		33,280.46	66,560.92
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 66,560.92

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver two (2) 2026 White Ford Bronco Sport 4x4 Big Bend to Building and Zoning.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Scott Ourednik, Jim Stran, Eileen Schwalm, William Bell, DOT Finance, Roula Eikosidekas and Mike Figuray.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. ** Municipal License Plates, Title and Document Fees Included **
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.