



# Procurement Review Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions  
Attach Required Vendor Ethics Disclosure Statement

Date: Dec 30, 2016

MinuteTraq (IQM2) ID #: 8977

<b>Vendor:</b> Currie Motors	<b>Vendor #:</b> 12434-P1	<b>Contract Term:</b> FY2017	<b>Contract Total:</b> \$84,450.00
<b>Dept:</b> Sheriffs Office	<b>Contact:</b> Joe Bechtold / Jim Kruse	<b>Phone:</b> 407-6931 / 407-2003	<b>Assigned Committee:</b>
<b>Description of Procurement/ Scope of Work/ Background</b>	Furnish and deliver (3) 2017 Ford Transit-350 Vans for the Sheriffs Office Transport. For a contract total not to exceed \$84,450.00.		
<b>Reason for Procurement</b>	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 must be assessed by a mechanic prior to being considered for replacement. These vehicles are replacing S-118/S-126/S-143.		

### FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): 17-100-1000-4400-54120
- Budget Transfer (Date) \_\_\_\_\_ Add'l Information \_\_\_\_\_

### DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE #, BID # or RFP # \_\_\_\_\_ (QUOTE < \$25,000, BID ≥ \$25,000; attach Tabulation)
- RENEWAL, Enter Bid and/or PO# \_\_\_\_\_
- EXEMPT FROM BIDDING PER ILLINOIS COMPILED STATUTES
  - PER COOPERATIVE DuPage Ordinance (4-107) and 55 ILCS-1022/b (select one below)
    - NWMC Northwest Municipal Conference # 150
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below: \_\_\_\_\_

### BASIS OF DECISION MEMO (attach Decision Memo)

- EXPLANATION OF REQUEST FOR PROPOSAL RFP # \_\_\_\_\_ (include Evaluation Summary if applicable)
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # \_\_\_\_\_

### PREPARED BY AND APPROVAL(S) (Initials Only)

kbc <u>J.B.</u>	Dec 30, 2016	<u>[Signature]</u>	<u>12/17</u>		
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required	Date

### REVIEWED BY (Initials Only)

<u>LS</u>	<u>12/17</u>	<u>[Signature]</u>	<u>1-3-17</u>
Buyer	Date	Procurement Officer	Date
<u>[Signature]</u>	<u>1-6-17</u>		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date

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