



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1053	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$15,803.04
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/21/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$15,803.04
	CURRENT TERM TOTAL COST: \$15,803.04	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Halloran Power Equipment, Inc.	VENDOR #: 39696	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Mike Halloran, Sr.	VENDOR CONTACT PHONE: 847-705-1984	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupageco.org
VENDOR CONTACT EMAIL: mikesr@halloranpower.com	VENDOR WEBSITE:	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.). Recommendation for the approval of a contract to Halloran Power Equipment, Inc. for the purchase of one (1) TORO Spray Master Max for Grounds, for Facilities Management, for the period through November 30, 2023, for a contract total amount not to exceed \$15,803.04. Contract let pursuant to the Intergovernmental Cooperation Act - Sourcewell cooperative contract #031121-TTC.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This unit will be used to spray (liquid) herbicide and spread granular products around various campus buildings/properties green space. Greater efficiency and application rates will be achieved to save on costly product, and increased productivity due to less manual applications. Overall, this piece of equipment should greatly increase weed control and expedite the entire turf care program.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. Halloran Power Equipment, Inc. provides Sourcewell joint purchasing agreement pricing for TORO equipment per contract #031121-TTC.
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). Staff recommends securing a contract with Halloran Power Equipment, Inc. to furnish and deliver one (1) TORO Spray Master Max. The other option is to go out for bid, which does not guarantee prices will be lower. Past experience has proven that they are durable and reliable.

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: Halloran Power Equipment, Inc.	Vendor#: 39696	Dept: Facilities Management	Division:
Attn: Michael Halloran, Sr.	Email: mowers1@msn.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 2159 N. Rand Road	City: Palatine	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60074	State: IL	Zip: 60187
Phone: 847-705-1984	Fax: 847-358-7324	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Halloran Power Equipment, Inc.	Vendor#: 39696	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Connor Michalek	Email: connor.michalek@dupageco.org
Address: 2159 N. Rand Road	City: Palatine	Address: 170 N. County Farm Road	City: Wheaton
State: IL	Zip: 60074	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-432-1502	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 21, 2023	Contract End Date (PO25): Nov 30, 2023
Contract Administrator (PO25): Mary Ventrella			

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	Model #34237	TORO Spray Master Max Serial #412491192	FY23	1000	1102	54130		15,803.04	15,803.04
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 15,803.04

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide and deliver one (1) TORO Spray Master Max for Grounds, for Facilities Management,
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 03/21/2023 Job #23-01500
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: ☒ W-9 ☒ Vendor Ethics Disclosure Statement