



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

SECTION 1: DESCRIPTION			
General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #011723-CAT	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$364,510.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 01/06/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$364,510.00
	CURRENT TERM TOTAL COST: \$364,510.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Altorfer Industries Inc	VENDOR #: 30492	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Steve Kusmierz	VENDOR CONTACT PHONE: 630-330-7405	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: steve.kusmierz@altorfer.com	VENDOR WEBSITE:	DEPT REQ #: 26-1500-04	
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 purchase order to Altorfer Industries Inc, to furnish and deliver one (1) New Caterpillar 962 Wheel Loader for the Division of Transportation, for the period January 14, 2026 through November 30, 2026, for a contract total not to exceed \$364,510.00; contract pursuant to the Intergovernmental Cooperation Act (Sourcewell #011723-CAT).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The purchase of one (1) New Caterpillar 962 Wheel Loader will support various road maintenance projects, as well as snow and ice operations, loading trucks, moving materials, and stockpile management. This new loader will replace (E-298) which has exceeded its useful life.			

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. This contract was setup using the cooperative sourcewell contract #011723-CAT.
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). 1. DOT staff recommends issuing a purchase order to Altorfer Industries, using the sourcewell contract #011723-CAT. 2. The sourcewell cooperative has proven to be a cost savings over going out to bid.

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: Altorfer Industries Inc	Vendor#: 30492	Dept: Division of Transportation	Division: Accounts Payable
Attn: Steve Kusmierz	Email: steve.kusmierz@altorfer.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 301 S. Mitchell Ct.	City: Addison	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60101	State: IL	Zip: 60187
Phone: 630-330-7405	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Altorfer Industries Inc	Vendor#: 30492	Dept: Division of Transportation	Division: Hwy Maintenance
Attn:	Email:	Attn: Jason Walsh	Email: jason.walsh@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6925	Fax:
<i>Shipping</i>		<i>Contract Dates</i>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 14, 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	1	EA	#962-14B	Caterpillar Medium Wheel Loader	FY26	1500	3510	54130		364,510.00	364,510.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 364,510.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver Caterpillar Medium Wheel Loader and will replace (E-298) for the highway maintenance.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Steve Kusmierz, Jason Walsh, David Koehler, Roula Eikosidekas and Mike Figuray.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. FY26 Capital Purchase
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.