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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 25-2461	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $29,984.14
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/21/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $29,984.14
	CURRENT TERM TOTAL COST: $29,984.14	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: Arends Hogan Walker LLC dba AHW LLC	VENDOR #: 13782	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Scott Mann	VENDOR CONTACT PHONE: 847-683-4440	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: smann@ahwllc.comq	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 Arends Hogan Walker LLC dba AHW LLC, to furnish and deliver one (1) John Deere Gator Crossover Utility Vehicle, for Facilities Management-Grounds, for the period through November 30, 2025, for a total contract amount not to exceed $29,984.14; Quote Id: 33491539. Contract pursuant to the Intergovernmental Cooperation Act - Sourcewell Grounds Maintenance cooperative contract #112624-DAC.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Current John Deere HPX is a 2016 with roughly 1,538 hrs. It has various mechanical electrical issues that cause the gator to not function correctly. Replacement gator will have much better safety options, year round usage ability, and more flexibility for attachments. Can be used for snow operations if needed.

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. Deere & Company provides Sourcewell joint purchasing agreement pricing for John Deere equipment per contract #112624-DAC, and AHW LLC is an authorized dealer to sell John Deere equipment.
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. Staff recommends securing a contract with AAH LLC to furnish and deliver one (1) replacement John Deere Gator Crossover Utility Vehicle with trade-in. 2. Other option is to go out for bid, which does not guarantee prices will be lower.

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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Arends Hogan Walker LLC dba AHW LLC	Vendor#: 13782	Dept: Facilities Management	Division:
Attn: Scott Mann	Email: smann@ahwllc.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 14N937 US Highway 20	City: Hampshire	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60140	State: IL	Zip: 60187
Phone: 847-683-4440	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
Send Payments To:		*Ship to:*	
Vendor: Arends Hogan Walker LLC dba AHW LLC	Vendor#: 13782	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Connor Michalek	Email: connor.michalek @dupagecounty.gov
Address: 14N937 US Highway 20	City: Hampshire	Address: 170 N. County Farm Road	City: Wheaton
State: IL	Zip: 60140	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): through	Contract End Date (PO25): Nov 30, 2025

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	LO	XUV 845R	John Deere Gator Crossover Utility Vehicle	FY25	1000	1102	54130		29,984.14	29,984.14
FY is required, ensure the correct FY is selected.										Requisition Total	$ 29,984.14

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver one (1) John Deere Gator XUV 845R Crossover Utility Vehicle, for Facilities Management-Grounds.
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: 10/21/25 Job #25-04700
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.