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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 25-2663	RFP, BID, QUOTE OR RENEWAL #: 25-125-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $16,649.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 11/04/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $16,649.00
	CURRENT TERM TOTAL COST: $16,649.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: Russo Hardware, Inc. d/b/a Russo Power Equipment	VENDOR #: 12422	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Dan Fiorentino	VENDOR CONTACT PHONE:	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: dfiorentino@russopower.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 Russo Hardware, Inc. d/b/a Russo Power Equipment, to furnish and deliver an Arctic Sectional Snow Pusher & Cat Fusion Coup mount, for Facilities Management-Grounds, for the period November 4, 2025 through December 31, 2025, for a total contract amount not to exceed $16,649.00, per lowest responsible e-quote bid #25-125-FM.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The Arctic HD14 pusher will be used on all campus surface lots for snow removal operations. It maximizes efficiency and reduces man hours during snow events.

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

Send Purchase Order To:		*Send Invoices To:*	
Vendor: Russo Hardware, Inc. d/b/a Russo Power Equipment	Vendor#: 12422	Dept: Facilities Management	Division:
Attn: Dan Fiorentino	Email: dfiorentino@russopower.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 9525 W Irving Park Road	City: Schiller Park	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60176	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
Send Payments To:		*Ship to:*	
Vendor: Russo Hardware, Inc. d/b/a Russo Power Equipment	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Connor Michalek	Email: connor.michalek @dupagecounty.gov
Address: 9525 W Irving Park Road	City: Schiller Park	Address: 170 N. County Farm Road	City: Wheaton
State: IL	Zip: 60176	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): Nov 4, 2025	Contract End Date (PO25): Dec 31, 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		FURN/MACH/EQUIP SMALL VALUE	FY25	1000	1102	52000		16,649.00	16,649.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 16,649.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver an Arctic Sectional Snow Pusher & Cat Fusion Coup Mount, 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: 11/04/25 Job #25-05100
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.