



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

SECTION 1: DESCRIPTION

<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 25-1274	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$96,760.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 05/20/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$96,760.00
	CURRENT TERM TOTAL COST: \$96,760.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Altorfer Industries Inc.	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Steve Kusmierz	VENDOR CONTACT PHONE: 630-330-7405	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: steve.kusmierz@altorfer.com	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
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 Altorfer Industries Inc., to furnish and deliver one (1) Caterpillar Compact Track Loader with accessories, for Facilities Management-Grounds, for the period May 28, 2025 through November 30, 2025, for a total contract amount not to exceed \$96,760.00. Contract let pursuant to the Intergovernmental Cooperation Act (Sourcewell Grounds Maintenance Cooperative Contract #011723; Altorfer Quote #129940-01)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This track loader will be used for many applications for the Grounds department. The tracks distribute weight over a larger area, reducing ground pressure and minimizing damage to sensitive areas like grass, turf, and landscaping. Helps to minimize downtime in sloppy conditions which will improve efficiency within the department. Lastly, track loader lowers the center of gravity and increases safety of the operator significantly.			

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. Altorfer Industries provides Sourcewell joint purchasing agreement pricing for Caterpillar equipment per contract #0011723, and Altorfer is an authorized dealer to sell Caterpillar 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 Altorfer Industries to furnish and deliver one (1) replacement Compact Track Loader. 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			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Altorfer Industries Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Steve Kusmierz	Email: steve.kusmierz@altorfer.com	Attn:	Email: FMAccountsPayable@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: 630-563-1261	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Altorfer Industries Inc.	Vendor#:	Dept: Facilities Management - Grounds	Division:
Attn:	Email:	Attn: Connor Michalek	Email: connor.michalek@dupagecounty.gov
Address: 301 S. Mitchell Ct.	City: Addison	Address: 170 N. County Farm Road	City: Wheaton
State: IL	Zip: 60101	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): May 28, 2025	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		CONSTR & OTHER MOTOR EQUIP	FY25	1000	1102	54130		96,760.00	96,760.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 96,760.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver one (1) Caterpillar Compact Track Loader with accessories, 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: 05/20/25 County Board: 05/27/25 Job #25-01800
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.