



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

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-2879	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$23,987.64
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 09/19/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$23,987.64
	CURRENT TERM TOTAL COST: \$23,987.64	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 - Grounds	DEPT CONTACT NAME: Connor Michalek
VENDOR CONTACT: Scott Mann	VENDOR CONTACT PHONE: 847-683-4440	DEPT CONTACT PHONE #: 630-432-1502	DEPT CONTACT EMAIL: connor.michalek@dupageco.org
VENDOR CONTACT EMAIL: smann@ahwllc.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 Arends Hogan Walker LLC dba AHW LLC, to furnish and deliver one (1) John Deere Gator XUV835M HVAC Cab (Model Year 2023), for Facilities Management-Grounds, for the period through November 30, 2023, for a total contract amount not to exceed \$23,987.64. Contract pursuant to the Intergovernmental Cooperation Act - Sourcewell Grounds Maintenance cooperative contract #031121-DAC.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replacement of 2013 John Deere Gator HPX – the machine has suspension & mechanical issues that are costly to repair. Gators are used daily by staff for campus operations. These machines haul tools/equipment needed for daily tasks/projects. They also pull trailers and have dumping capabilities for materials that are heavier. The Gators are critical to Grounds staff daily operations. They are also used for snow operations.			

### 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. Deere & Company provides Sourcewell joint purchasing agreement pricing for John Deere equipment per contract #031121-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 Gator 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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Arends Hogan Walker LLC dba AHW LLC	Vendor#: 13782	Dept: Facilities Management	Division:
Attn: Scott Mann	Email: smann@ahwllc.com	Attn:	Email: FMAccountsPayable@dupageco.org
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
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Arends Hogan Walker LLC dba AHW LLC	Vendor#: 13782	Dept: Facilities Management - Grounds	Division:
Attn:	Email:	Attn: Connor Michalek	Email: connor.michalek@dupageco.org
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:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25):	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	LO		John Deere Gator XUV835M HVAC Cab (Model Year 2023)	FY23	1000	1102	54130		23,987.64	23,987.64
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 23,987.64

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver one (1) John Deere Gator XUV835M HVAC Cab (Model Year 2023), 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:
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