



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#: 25-1364	RFP, BID, QUOTE OR RENEWAL #: Sole Source	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$15,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 06/03/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$15,000.00
	CURRENT TERM TOTAL COST: \$15,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Altec, Inc	VENDOR #: 26527	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Thomas Browne	VENDOR CONTACT PHONE: 815-531-9172	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: thomas.browne@altec.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-43	

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 Altec Inc., to furnish and deliver OEM replacement parts and service on various County owned and operated equipment on an as-needed basis for the Division of Transportation, for the period June 3, 2025 through May 31, 2026, for a total contract amount of \$15,000.00; per 55 ILCS 5/5-1022(c) not suitable for competitive bids (sole source - direct replacement of compatible equipment parts).

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished

To provide OEM replacmeent parts and factory authorized service for our County-owned Altec equipment.

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.
SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)

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. SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES
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. Altec Inc., is the sole authorized distributor of genuine Altec OEM parts and factory authorized service.
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. The market was tested on May 8th 2025
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. The attached letter confirms that Altec Inc., is the sole distributor of genuine Altec OEM parts and factory authorized service in the Illinois area.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Altec, Inc.	Vendor#: 26527	Dept: Division of Transportation	Division: Accounts Payable
Attn: Thomas Browne	Email: thomas.browne@altec.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 210 Inverness Center Drive	City: Birmingham	Address: 421 N. County Farm Road	City: Wheaton
State: AL	Zip: 35242	State: IL	Zip: 60187
Phone: 815-531-9172	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Altec, Inc.	Vendor#: 26527	Dept: Division of Transportation	Division: Fleet Department
Attn:	Email:	Attn: William Bell	Email: william.bell@dupagecounty.gov
Address: same as above.	City:	Address: 180 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6931	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 3, 2025	Contract End Date (PO25): May 31, 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		Replacement OEM Parts	FY25	1500	3520	52250		6,500.00	6,500.00
2	1	EA		Service Repairs	FY26	1500	3520	53380		1,000.00	1,000.00
3	1	EA		Replacement OEM Parts	FY25	1500	3520	52250		6,500.00	6,500.00
4	1	EA		Service Repairs	FY26	1500	3520	53380		1,000.00	1,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 15,000.00

Comments	
HEADER COMMENTS	<div>Provide comments for P020 and P025.</div> <div>To furnish and deliver replacement OEM parts and service repairs on as-needed basis for the DOT Fleet - sole source.</div>
SPECIAL INSTRUCTIONS	<div>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</div> <div>Email Approved PO to: Thomas Browne, William Bell, Roula Eikosidekas and Mike Figuray.</div>
INTERNAL NOTES	<div>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</div> <div>see above.</div>
APPROVALS	<div>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</div> <div>Signature on file</div>