



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#: <b>26-1435</b>	RFP, BID, QUOTE OR RENEWAL #: <b>Bid #26-009-FM</b>	INITIAL TERM WITH RENEWALS: <b>2 YRS + 1 X 2 YR TERM PERIOD</b>	INITIAL TERM TOTAL COST: <b>\$50,000.00</b>
COMMITTEE: <b>TRANSPORTATION</b>	TARGET COMMITTEE DATE: <b>05/19/2026</b>	PROMPT FOR RENEWAL: <b>3 MONTHS</b>	CONTRACT TOTAL COST WITH ALL RENEWALS: <b>\$100,000.00</b>
	CURRENT TERM TOTAL COST: <b>\$50,000.00</b>	MAX LENGTH WITH ALL RENEWALS: <b>FOUR YEARS</b>	CURRENT TERM PERIOD: <b>FIRST RENEWAL</b>
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: <b>Groot Industries, Inc.</b>	VENDOR #: <b>27954</b>	DEPT: <b>Division of Transportation</b>	DEPT CONTACT NAME: <b>Roula Eikosidekas</b>
VENDOR CONTACT: <b>Valente Garza</b>	VENDOR CONTACT PHONE: <b>630-383-6154</b>	DEPT CONTACT PHONE #: <b>630-407-6920</b>	DEPT CONTACT EMAIL: <b>roula.eikosidekas@dupagecounty.gov</b>
VENDOR CONTACT EMAIL: <b>vgarza@groot.com</b>	VENDOR WEBSITE:	DEPT REQ #: <b>26-1500-63</b>	

*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 Groot Industries, to provide refuse disposal and recycling services for the (140 Garage, 180 Garage, Salt Dome and the DuPage County Trails) for a two-year period from June 1, 2026 through May 31, 2028, for a contract total not to exceed \$50,000.00, per lowest responsible bid #26-009-FM, this contract is subject one (1) two year renewal upon mutual agreement for a total of a four year contract.

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

Refuse disposal and recycling services are necessary to maintain sanitation and compliance with the DuPage County Environmental Responsibility and Conservation Policy, which was passed by the County Board on August 18, 2008.

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

<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: Groot Industries	Vendor#: 27954	Dept: Division of Transportation	Division: Accounts Payable
Attn: Valente Garza	Email: vgarza@groot.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 1330 Gasket Dr.	City: Elgin	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60120	State: IL	Zip: 60187
Phone: 630-383-6154	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Groot Industries	Vendor#: 27954	Dept: Division of Transportation	Division: Highway Maintenance
Attn: Mary O'Connor	Email: moconnor@groot.com	Attn: Dominic Novak	Email: dominic.novak@dupagecounty.gov
Address: 1330 Gasket Dr	City: Elgin	Address: 140 N. County Farm Road	City: Wheaton
State: IL	Zip: 60120	State: IL	Zip: 60187
Phone: 847-841-5306	Fax:	Phone: 630-407-6926	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 1, 2026	Contract End Date (PO25): May 31, 2028

**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		Refuse Disposal & Recycling Services	FY26	1500	3510	53810		12,500.00	12,500.00
2	1	EA		Refuse Disposal & Recycling Services	FY27	1500	3510	53810		25,000.00	25,000.00
3	1	EA		Refuse Disposal & Recycling Services	FY28	1500	3510	53810		12,500.00	12,500.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 50,000.00

<i>Comments</i>	
HEADER COMMENTS	<p>Provide comments for P020 and P025.</p> <p>To provide refuse disposal and recycling services for the DOT.</p>
SPECIAL INSTRUCTIONS	<p>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</p> <p>Email approved PO to: Valente Garza, Bart Visser (bvisser@groot.com), Mary O'Connor, Dominic Novak, David Koehler, Roula Eikosidekas and Mike Figuray.</p>
INTERNAL NOTES	<p>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</p> <ul style="list-style-type: none"> <li>. Trash Pickups (140 Garage &amp; 180 Garage): Tuesdays &amp; Fridays - 2 dumpsters @ \$55.81ea x 24 = \$2,678.88</li> <li>. On-Call Services (140 Garage) as needed - 20 cubic yard roll-off dumpsters @ \$333.09ea x 52 = \$17,320.68.</li> <li>. On-Call Services (Salt Dome) as needed - 30 cubic yard roll-off dumpster @ \$382.35ea x 52 = \$19,882.20.</li> <li>. Recycling Pickups (140 Garage &amp; 180 Garage): Weekly - 2 dumpsters @ \$38.23ea x 24 = \$1,835.04.</li> <li>. Trash Pickups (DUDOT Trail System): Weekly - 23 locations @ \$26.22ea x 1,976 weeks = \$51,810.72.</li> </ul>
APPROVALS	<p>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</p>