



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$193,325.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/01/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$193,325.00
	CURRENT TERM TOTAL COST: \$193,325.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Olsson Roofing Company, Inc.	VENDOR #: 19225	DEPT: Public Works	DEPT CONTACT NAME: Chris Ludwig
VENDOR CONTACT: Ken Withrow	VENDOR CONTACT PHONE: 630-417-1098	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: chris.ludwig@dupagecounty.gov
VENDOR CONTACT EMAIL: kdw@olssonroofing.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.). Prepare, Remove, and Replace roofing system on the SERWF per supplied specifications. Repairs totaling \$193,325 will improve building function and increase the longevity of the building. Repairs are required due to possible contamination of drinking water if the roof leaks. Work is being completed under TIPS Contract #23010402.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replacement of roofing and installation on the SERWF is required to maintain structural integrity of the building and prohibit future damage that could result in significant repairs and/or contamination of drinking water.			

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. After multiple vendors were evaluated through different cooperative contracts, Olsson Roofing Company was selected to complete the scope of work through the TIPS CO-OP Contract #23010402.
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. Approve purchasing agreement to Olsson Roofing for Roof replacement at SERWF. 2. Do not approve current quote for scope of work. Not recommended due to the issues already identified with the roof of the building and the possible future repair costs if it is not addressed. 3. Complete in house repairs. Not recommended due to the complexity of the project, as well as warranty of the materials utilized.

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: Olsson Roofing Company, inc.	Vendor#: 19225	Dept: Public Works	Division: Public Works
Attn: Ken Withrow	Email: kdw@olssonroofing.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 740 S. Lake Street	City: Aurora	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60506	State: IL	Zip: 60517
Phone: 630-417-1098	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#: Same as Above	Dept: Same as Above	Division: Same as Above
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 8, 2025	Contract End Date (PO25): Nov 30, 2025
Contract Administrator (PO25): Drew Cormican			

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 Roofing as needed per specifications utilizing TIPS Contract # 23010402	FY25	2000	2640	54010		175,750.00	175,750.00
2	1	EA		Contingency 10%	FY25	2000	2640	54010		17,575.00	17,575.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 193,325.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.
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