



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: #22-026-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$46,799.36
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 04/15/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$121,799.36
	CURRENT TERM TOTAL COST: \$25,000.00	MAX LENGTH WITH ALL RENEWALS: FIVE YEARS*	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Groot, Inc.	VENDOR #: 27954	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Bart Visser	VENDOR CONTACT PHONE: 847-847-5333	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: bvisser@groot.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-33	
<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 Groot, Inc., to provide refuse and recycling disposal services to Division of Transportation at the (140 Garage, 180 Garage, Salt Dome, DuPage County Trails and the 1900 W. Arthur in West Chicago, IL 60185), for the period of June 1, 2025 through May 31, 2025, for a total contract value not to exceed \$25,000.00; per renewal option under bid award #22-026-FM, second of three options to renew.			
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.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
RENEWAL	
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.

<b>SECTION 3: DECISION MEMO</b>	
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, Inc.	Vendor#: 27954	Dept: Division of Transportation	Division: Accounts Payable
Attn: Ted Vandernaald	Email: tvandernaald@groot.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 1330 Gasket Road	City: Elgin	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60120	State: IL	Zip: 60187
Phone: 847-774-1878	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Groot, Inc.	Vendor#: 27954	Dept: Division of Transportation	Division: Hwy Maintenance
Attn: Mary O'Connor	Email: Maryo@groot.com	Attn: Jason Walsh	Email: jason.walsh@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone: 847-841-5306	Fax:	Phone: 630-407-6920	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 1, 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		Refuse & Recycling Disposal	FY25	1500	3510	53810		12,500.00	12,500.00
2	1	EA		Refuse & Recycling Disposal	FY26	1500	3510	53810		12,500.00	12,500.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 25,000.00

<i>Comments</i>	
HEADER COMMENTS	<p>Provide comments for P020 and P025.</p> <p>To provide refuse and recycling disposal at the 140 Garage, 180 Garage, Salt Dome, DuPage County Trails and our new service location at 1900 West Arthur Drive, West Chicago, IL 60185.</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's to:                      Ted Vandernaald (tvandernaald@groot.com)                      Mary O'Connor (maryo@groot.com)                      Bart Visser (bvisser@groot.com)                      Jason Walsh, David Koehler 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> <p>see above.</p>
APPROVALS	<p>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</p>