



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#: 25-1987	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$139,005.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/19/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$139,005.00
	CURRENT TERM TOTAL COST: \$139,005.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Olsson Roofing Company, Inc.	VENDOR #: 19225	DEPT: Facilities Management	DEPT CONTACT NAME: Geoff Matteson
VENDOR CONTACT: Ken Withrow	VENDOR CONTACT PHONE: 630-417-1098	DEPT CONTACT PHONE #: 630-407-5681	DEPT CONTACT EMAIL: geoffrey.matteson@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.). Recommendation for the approval of a contract to Olsson Roofing Company, Inc., for roof restoration work on the Auditorium at the JTK Administration Building, for Facilities Management, for the period August 26, 2025, through April 30, 2026, for a total contract amount not to exceed \$139,005.00. Contract pursuant to the Intergovernmental Cooperation Act – TIPS Contract #23010402.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  
A full roof restoration is necessary to protect the integrity of the building envelope, to ensure the facilities remain reliable for proper operation as to not impact the life, health and safety of our employees and the public. By restoring the roof at this time, we do not need to tear off the existing roof system. Moisture testing revealed part of the existing insulation is wet after rain events; this contract would repair the damp insulation areas and apply the silicone coating system which provides a new 20 year warranty.

### 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

SOURCE SELECTION	Describe method used to select source. Four vendors were evaluated through different cooperative contracts. Olsson Roofing Company, Inc. had the lowest quote and 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 Company, Inc. for the roof renovation on the Auditorium at the JTK Administration Building. 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 possible future repair costs if not addressed. 3) Go out for bid, with no guarantee of a lower price.

## 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: Olsson Roofing Company, Inc.	Vendor#: 19225	Dept: Facilities Management	Division:
Attn: KenWithrow	Email: kdw@olssonroofing.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 740 S. Lake St.	City: Aurora	Address: 421 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60506	State: IL	Zip: 60187
Phone: 630-417-1098	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor:	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Geoff Matteson	Email: geoffrey.matteson@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Rd.	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-200-7973	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 26, 2025	Contract End Date (PO25): Apr 30, 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	LO		Building Improvements	FY25	6000	1220	54010	2503501	120,875.00	120,875.00
2	1	LO		Contingency	FY25	6000	1220	54010	2303501	18,130.00	18,130.00
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 139,005.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. JTK Auditorium Roof Restoration
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez, Mary Venterella, Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 8/19/25 CB: 8/26/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.