



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#: 24-1471	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$289,469.22
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 05/21/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$289,469.22
	CURRENT TERM TOTAL COST: \$289,469.22	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Weatherproofing Technologies, Inc. (subsidiary of Tremco)	VENDOR #: 13080	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: John Momper Jr.	VENDOR CONTACT PHONE: 630-881-4149	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: JCMomper@tremcoinc.com	VENDOR WEBSITE:	DEPT REQ #:	
<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 Weatherproofing Technologies Inc., for annual roof inspection, maintenance, and minor repair as needed for campus roofs, for Facilities Management, for the period May 29, 2024 through October 31, 2026, for a total contract amount not to exceed \$289,469.22. Contract pursuant to the Intergovernmental Cooperation Act – Omnia Partners Contract #R230404.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Annual standard roofing housekeeping, maintenance and inspections are necessary for campus roofs; these provide the data to analyze conditions, budget for restoration or replacement and to qualify new roofing warranties. There are approximately 665,396 square feet of roofing on campus facilities in 189 different roof areas that need to be maintained to protect \$15M worth of roof assets. A consistent roof maintenance program will assist with extending the life of existing roofs through timely inspections and preventative maintenance.			

<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.
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

<b>SECTION 3: DECISION MEMO</b>	
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. Region 4 ESC through the Omnia Partners received responses from eight (8) vendors to RFP #23-04 for Roofing Products and services. The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to enter into negotiations with Weatherproofing Technologies, Inc.. Region 4 ESC, Omnia Partners and Weatherproofing Technologies, Inc. successfully negotiated a contract, Region 4 ESC executed the agreement with a contract effective date of November 1, 2023. Through Omnia Partners, Weatherproofing Technologies, Inc. provides an access to an exceptional range of roofing components and services that can extends a roof's service life, reducing life-cycle costs while improving performance.
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) Staff recommends securing a contract with Weatherproofing Technologies Inc., for annual roof inspection, maintenance and minor repair as needed for campus roofs, for a total contract amount not to exceed \$289,469.22, utilizing OMNIA Partners contract #R230404. 2) Do not approve a contract and let the roof systems warranties expire and have the roofs fall into disrepair. 3) The other option includes sending the annual contract out to bid which does not guarantee prices will be lower or that the quality of product and service will be equivalent.

## 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: Weatherproofing Technologies, Inc. (subsidiary of Tremco)	Vendor#: 13080	Dept: Facilities Management	Division:
Attn: John Momper Jr.	Email: JCMomper@tremcoinc.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 3735 Green Road	City: Beachwood	Address: 421 N. County Farm Rd.	City: Wheaton
State: OH	Zip: 44122-5730	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Tremco/Weatherproofing Technologies, Inc.	Vendor#: 13080	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Geoff Matteson	Email: geoffrey.matteson@dupagecounty.gov
Address: PO Box 93111	City: Cleveland	Address: various loactions	City: Wheaton
State: OH	Zip: 44193-0511	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-200-7973	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 29, 2024	Contract End Date (PO25): Oct 31, 2026
Contract Administrator (PO25): Mary Ventrella			

**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		Annual Campus Roof Inspections and Maintenance - Inspections & Maintenance	FY24	1000	1100	53300		60,000.00	60,000.00
2	1	LO		Annual Campus Roof Inspections and Maintenance - Minor Roof Repair as needed	FY24	1000	1100	53300		20,000.00	20,000.00
3	1	LO		- Inspections & Maintenance	FY25	1000	1100	53300		74,815.41	74,815.41
4	1	LO		- Minor Roof Repair as needed	FY25	1000	1100	53300		29,919.20	29,919.20
5	1	LO		- Inspections & Maintenance	FY26	1000	1100	53300		74,815.41	74,815.41
6	1	LO		- Minor Roof Repair as needed	FY26	1000	1100	53300		29,919.20	29,919.20
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 289,469.22

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Annual roof inspection, maintenance, and minor repair as needed for campus roofs, for Facilities Management. NOTE: Contractor shall submit final invoice upon completion of each project within 30 days.
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. Public Works Committee: 05/21/24 County Board: 05/28/24 Job #24-03200
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