



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>	
MINUTETRAQ ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$80,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/01/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$390,000.00
	CURRENT TERM TOTAL COST: \$80,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Groot, Inc.	VENDOR #: 27954	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Ted Vandernaald	VENDOR CONTACT PHONE: 847-774-1878	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: Sean.Reese@dupageco.org
VENDOR CONTACT EMAIL: tvandernaald@groot.com	VENDOR WEBSITE: www.groot.com	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 to renew the contract with Groot, Inc. for refuse disposal and recycling services for a one (1) year period in the amount of \$80,000 per Bid #22-026-FM. This is the second of three possible renewal options with Groot Industries.			
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. This contract will also be used to dispose of material generated at the Vactor Recycling Station located at the Woodridge Greene Valley Wastewater Facility.			

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.
RENEWAL	
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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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

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: Groot, Inc.	Vendor#:	Dept: Public Works	Division: Accounts Payable
Attn: Ted Vandernaald	Email: tvandernaald@groot.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupageco.org
Address: 1330 Gasket Drive	City: Elgin	Address: 7900 S. Route 53	City: Woodridge
State: IL	Zip: 60120	State: IL	Zip: 60517
Phone: 847-774-1878	Fax:	Phone: 630-985-7400	Fax: 630-985-4802
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: SAME AS ABOVE	Division:
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): Jun 1, 2025	Contract End Date (PO25): May 31, 2026
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		Refuse disposal and recycling services for DuPage County Public Works facilities	FY25	2000	2555	53810		30,000.00	30,000.00
2	1	EA		Refuse disposal and recycling services for DuPage County Public Works facilities	FY25	2000	2665	53810		7,500.00	7,500.00
3	1	EA		Refuse disposal and recycling services for DuPage County Public Works facilities	FY26	2000	2555	53810		35,000.00	35,000.00
4	1	EA		Refuse disposal and recycling services for DuPage County Public Works facilities	FY26	2000	2665	53810		7,500.00	7,500.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 80,000.00

<i>Comments</i>	
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