



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 #: 22-042-PW	INITIAL TERM WITH RENEWALS: 3 YRS + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$20,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/18/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$86,000.00
	CURRENT TERM TOTAL COST: \$20,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Peregrine Services, Inc.	VENDOR #: 19699	DEPT: Public Works	DEPT CONTACT NAME: Stan Spera
VENDOR CONTACT: Tom Stith	VENDOR CONTACT PHONE: 913-972-2734	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: stanley.spera@dupagecounty.gov
VENDOR CONTACT EMAIL: tstith@peregrinesolutions.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 first and final renewal option with Peregrine Services, Inc. for printing and direct mail services of sewer and/or water bills for a 1 year period from August 1, 2025 through July 31, 2026 in the amount of \$20,000.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This service is needed to print and mail sewer and/or water bills and related notices to approximately 39,000 DuPage County Public Works customers on a bimonthly basis whom DuPage County provides with water and sewer services.			

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.
RENEWAL OF RFP	

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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. Peregrine Services was selected through an RFP process that included 5 responses, the results of which were reviewed by DuPage County's Procurement Officer and Public Works Department Staff.
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 contract renewal with Peregrine Services, Inc. for a contract total not to exceed \$20,000. 2. Do not approve the contract renewal and go back out to bid. Not recommended due to the pricing and reliability of Peregrine Services. 3. Do not renew with Peregrine Services, Inc. and select the second lowest bidder. Not recommended due to Peregrine being the lowest responsible bidder and the other vendors not meeting all requirements from the original RFP.

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: Peregrine Services, Inc.	Vendor#: 19699	Dept: Public Works	Division: Public Works
Attn: Tom Stith	Email: tstith@peregrinesolutions.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 504 N. 17th Street	City: Monroe	Address: 7900 S. Rt. 53	City: Woodridge
State: LA	Zip: 71203	State: IL	Zip: 60517
Phone: 318-352-4762	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): Aug 1, 2025	Contract End Date (PO25): Jul 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		Printing and direct mail services	FY25	2000	2665	53800		10,000.00	10,000.00
2	1	EA		Printing and direct mail services	FY26	2000	2665	53800		10,000.00	10,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 20,000.00

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