



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

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| <i>General Tracking</i> | | <i>Contract Terms</i> | |
| FILE ID#: 26-1423 | RFP, BID, QUOTE OR RENEWAL #: Bid #26-009-FM | INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD | INITIAL TERM TOTAL COST: \$282,765.00 |
| COMMITTEE: PUBLIC WORKS | TARGET COMMITTEE DATE: 05/19/2026 | PROMPT FOR RENEWAL: 6 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$565,530.00 |
| | CURRENT TERM TOTAL COST: \$282,765.00 | MAX LENGTH WITH ALL RENEWALS: FOUR YEARS | CURRENT TERM PERIOD: INITIAL TERM |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Groot Industries, Inc. | VENDOR #: 27954 | DEPT: Facilities Management | DEPT CONTACT NAME: Brian Rovik |
| VENDOR CONTACT: Valente Garza | VENDOR CONTACT PHONE: 630-383-6154 | DEPT CONTACT PHONE #: 630-407-5705 | DEPT CONTACT EMAIL: brian.rovik2@dupagecounty.gov |
| VENDOR CONTACT EMAIL: vgarza@groot.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 Groot Industries, Inc., to provide refuse disposal, recycling, and asbestos pick-up services for DuPage County facilities, for Facilities Management, for the period June 1, 2026 through May 31, 2028, for a contract total amount not to exceed \$282,765.00 per renewal option under bid #26-009-FM. (\$2,565 for Animal Services, \$95,000 for the Care Center, and \$185,200 for Facilities Management) | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Refuse disposal, recycling services, asbestos pick-up, are necessary to maintain sanitation and compliance with DuPage County Environmental Responsibility and Conservation Policy which was passed by the County on August 18, 2008. | | | |

SECTION 2: DECISION MEMO REQUIREMENTS

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| DECISION MEMO NOT REQUIRED | Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION) |
| 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

| | |
|-------------------------------------|--|
| 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

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|--------------------------------------|---|
| 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 Industries, Inc. | Vendor#: 27954 | Dept: Facilities Management | Division: |
| Attn: Valente Garza | Email: vgarza@groot.com | Attn: | Email: FMAccountsPayable@dupagecounty.gov |
| Address: 1330 Gasket Dr. | City: Elgin | Address: 421 N. County Farm Road | City: Wheaton |
| State: IL | Zip: 60120 | State: IL | Zip: 60187 |
| Phone: 630-383-6154 | Fax: | Phone: 630-407-5700 | Fax: 630-407-5701 |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Groot Industries, Inc. | Vendor#: 27954 | Dept: Facilities Management | Division: |
| Attn: Mary O'Connor | Email: moconnor@groot.com | Attn: | Email: |
| Address: 1330 Gasket Dr. | City: Elgin | Address: Various Locations | City: Wheaton |
| State: IL | Zip: 60120 | State: IL | Zip: 60187 |
| Phone: 847-841-5306 | Fax: | Phone: | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Jun 1, 2026 | Contract End Date (PO25): May 31, 2028 |

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 | | Animal Services - Section 1 | FY26 | 1100 | 1300 | 53810 | | 670.00 | 670.00 |
| 2 | 1 | EA | | Care Center - Section 2 | FY26 | 1200 | 2035 | 53810 | | 24,000.00 | 24,000.00 |
| 3 | 1 | EA | | FM - Sections 4, 7, 8 & 9 | FY26 | 1000 | 1100 | 53810 | | 44,000.00 | 44,000.00 |
| 4 | 1 | EA | | FM - Grounds - Section 4 | FY26 | 1000 | 1102 | 53810 | | 2,300.00 | 2,300.00 |
| 5 | 1 | EA | | Animal Services - Section 1 | FY27 | 1100 | 1300 | 53810 | | 1,225.00 | 1,225.00 |
| 6 | 1 | EA | | Care Center - Section 2 | FY27 | 1200 | 2035 | 53810 | | 47,000.00 | 47,000.00 |
| 7 | 1 | EA | | FM - Sections 4, 7, 8 & 9 | FY27 | 1000 | 1100 | 53810 | | 88,000.00 | 88,000.00 |
| 8 | 1 | EA | | FM - Grounds - Section 4 | FY27 | 1000 | 1102 | 53810 | | 4,600.00 | 4,600.00 |
| 9 | 1 | EA | | Animal Services - Section 1 | FY28 | 1100 | 1300 | 53810 | | 670.00 | 670.00 |
| 10 | 1 | EA | | Care Center - Section 2 | FY28 | 1200 | 2035 | 53810 | | 24,000.00 | 24,000.00 |
| 11 | 1 | EA | | FM - Sections 4, 7, 8 & 9 | FY28 | 1000 | 1100 | 53810 | | 44,000.00 | 44,000.00 |
| 12 | 1 | EA | | FM - Grounds - Section 4 | FY28 | 1000 | 1102 | 53810 | | 2,300.00 | 2,300.00 |
| <i>FY is required, ensure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 282,765.00 |

| <i>Comments</i> | |
|----------------------|--|
| HEADER COMMENTS | Provide comments for P020 and P025. Provide refuse disposal, recycling, and asbestos pick-up services for DuPage County facilities, for Facilities Management. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Brian Rovik Cathie Figlewski, Clara Gomez, Kristie Lecaros, and Sweta Patel. |
| INTERNAL NOTES | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 05/19/26 County Board: 05/26/26 |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |