



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#: 25-1469	RFP, BID, QUOTE OR RENEWAL #: 25-072-FM	INITIAL TERM WITH RENEWALS: 2 YRS + 1 X 2 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$214,155.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/17/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$428,310.00
	CURRENT TERM TOTAL COST: \$214,155.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: A&P Grease Trappers, Inc.	VENDOR #: 12241	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Nicole Sliger	VENDOR CONTACT PHONE: 630-231-0905	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: info@apgreasetrappers.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 A&P Grease Trappers, Inc, for sanitary, grease trap and storm basin pumping, jetting, and cleaning, as needed for the County campus, for Facilities Management, for the two-year period June 25, 2025 through June, 24 2027, for a total contract amount not to exceed \$214,155.00, per lowest responsible bid accepted in the best interest of the county, per staff's decision memo for bid #25-072-FM, (\$160,450 for Facilities Management, \$23,705 for Animal Services, and \$30,000 for the Division of Transportation)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished A contract for sanitary, grease trap and storm basin pumping, jetting, and cleaning is needed to prevent odorous backup, expensive repairs, and to avoid any potential health issues.			

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.
OTHER THAN LOWEST BID	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Best interest of the County due to cost.
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 proceeding with the next lowest responsible bidder. A&P Grease Trappers has been used by the County in the past and their work has proven reliable and satisfactory. 2. Proceed with the lowest bidder and spend a significant amount of additional money. 3. Do nothing, which staff does not recommend.

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: A&P Grease Trappers, Inc.	Vendor#: 12241	Dept: Facilities Management	Division:
Attn: Nicole Sliger	Email: info@apgreasetrappers.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 801 N. Raddant Road	City: Batavia	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60510	State: IL	Zip: 60187
Phone: (630) 231-0905	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: A&P Grease Trappers, Inc.	Vendor#: 12241	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 456	City: West Chicago	Address: various locations	City: Wheaton
State: IL	Zip: 60186	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 25, 2025	Contract End Date (PO25): Jun 24, 2027

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		Facilities Management	FY25	1000	1100	53300		33,483.33	33,483.33
2	1	LO		Animal Sevices	FY25	1100	1300	53300		5,926.25	5,926.25
3	1	LO		Division of Transportation-140	FY25	1500	3510	53300		5,500.00	5,500.00
4	1	LO		Division of Transportation-180	FY25	1500	3520	53300		3,000.00	3,000.00
5	1	LO		Facilities Management	FY26	1000	1100	53300		53,483.33	53,483.33
6	1	LO		Animal Services	FY26	1100	1300	53300		11,852.50	11,852.50
7	1	LO		Division of Transportation-140	FY26	1500	3510	53300		7,000.00	7,000.00
8	1	LO		Division of Transportation-180	FY26	1500	3520	53300		6,000.00	6,000.00
9	1	LO		Facilities Management	FY27	1000	1100	53300		73,483.34	73,483.34
10	1	LO		Animal Services	FY27	1100	1300	53300		5,926.25	5,926.25
11	1	LO		Division of Transportation-140	FY27	1500	3510	53300		5,500.00	5,500.00
12	1	LO		Division of Transportation-180	FY27	1500	3520	53300		3,000.00	3,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 214,155.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Provide sanitary, grease trap and storm basin pumping, jetting, and cleaning, as needed for the County campus.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Clara Gomez, Kathy (Black) Curcio, and Kristie Lecaros
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 06/17/25 DOT Committee: 06/17/25 Animal Services 06/17/25 County Board: 06/24/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.