



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#: 24-0787	RFP, BID, QUOTE OR RENEWAL #: 24-025-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$20,645.70
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/05/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$82,582.80
	CURRENT TERM TOTAL COST: \$20,645.70	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Steve Piper and Sons, Inc.	VENDOR #: 30653	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Steve Piper	VENDOR CONTACT PHONE: 630-898-6050	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: info@stevepiperandsons.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 Steve Piper and Sons, Inc., for pruning and trimming of select trees in designated areas on the County campus, for Facilities Management, for the period March 6, 2024 through March 5, 2025, for a total contract amount not to exceed \$20,645.70, per lowest responsible bid #24-025-FM . Project #24-01700			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The County campus trees are in need of pruning for structure and general health. Current staff constraints and equipment limit the ability to maintain tree canopy.			

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. 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

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: Steve Piper and Sons, Inc.	Vendor#: 30653	Dept: Facilities Management	Division:
Attn: Steve Piper	Email: info@stevepiperandsons.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 31W320 Ramm Drive	City: Naperville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60564	State: IL	Zip: 60187
Phone: 630-898-6050	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Steve Piper and Sons, Inc.	Vendor#: 30653	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Jen Boyer	Email: jen.boyer@dupagecounty.gov
Address: 31W320 Ramm Drive	City: Naperville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60564	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6727	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 6, 2024	Contract End Date (PO25): Mar 5, 2025
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		Campus Tree Pruning	FY24	1000	1100	53810		20,644.70	20,644.70
2	1	LO		Campus Tree Pruning	FY25	1000	1100	53810		1.00	1.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 20,645.70

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Provide pruning and trimming of select trees in designated areas on the County campus, 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, Mary Ventrella, Cathie Figlewski, Clara Gomez, and Jen Boyer.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 03/05/22 Job #24-01700
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