



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-0793	RFP, BID, QUOTE OR RENEWAL #: 22-026-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$245,187.79
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/15/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$623,919.69
	CURRENT TERM TOTAL COST: \$126,843.06	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: SECOND RENEWAL
Vendor Information		Department Information	
VENDOR: Groot Industries, Inc.	VENDOR #: 27954	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Bart Visser	VENDOR CONTACT PHONE: 630-383-6154	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: bvisser@groo.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 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, 2025 through May 31, 2026, for a contract total amount not to exceed \$126,843.06, per renewal option under bid #22-026-FM, second option to renew. (\$1,260 for Animal Services, \$40,800 for the Care Center, and \$84,783.06 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

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

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 Industries, Inc.	Vendor#: 27954	Dept: Facilities Management	Division:
Attn: Bart Visser / Ted Vandernaald	Email: bvisser@groot.com tvandernaald@groot.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 3 Waterway Square Place, Suite 110	City: The Woodlands	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 77380	State: IL	Zip: 60187
Phone:	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:	Email:	Attn:	Email:
Address: PO Box 535233	City: Pittsburg	Address: various locations	City: Wheaton
State: PA	Zip: 15253-5233	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 1, 2025	Contract End Date (PO25): May 31, 2026

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		Animal Services - Section 1	FY25	1100	1300	53810		630.00	630.00
2	1	LO		Care Center - Section 2	FY25	1200	2035	53810		20,400.00	20,400.00
3	1	LO		Facilities Management - Sections 4, 7, 8, 9, and Labor	FY25	1000	1100	53810		40,206.69	40,206.69
4	1	LO		Facilities Management - Grounds Sections 4	FY25	1000	1102	53830		2,184.84	2,184.84
5	1	LO		Animal Services - Section 1	FY26	1100	1300	53810		630.00	630.00
6	1	LO		Care Center - Section 2	FY26	1200	2035	53810		20,400.00	20,400.00
7	1	LO		Facilities Management - Sections 4, 7, 8, 9, and Labor	FY26	1000	1100	53810		40,206.69	40,206.69
8	1	LO		Facilities Management - Grounds Sections 4	FY26	1000	1102	53830		2,184.84	2,184.84
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 126,843.06

Comments	
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, Mary Ventrella, 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: 04/15/25 County Board: 04/22/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.