



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

SECTION 1: DESCRIPTION

| General Tracking | | Contract Terms | |
|--|--|---|--|
| FILE ID#: 25-1964 | RFP, BID, QUOTE OR RENEWAL #: 25-097-FM | INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST: \$72,905.00 |
| COMMITTEE: PUBLIC WORKS | TARGET COMMITTEE DATE: 08/19/2025 | PROMPT FOR RENEWAL: 6 MONTHS | CONTRACT TOTAL COST WITH ALL RENEWALS: \$317,088.00 |
| | CURRENT TERM TOTAL COST: \$72,905.00 | MAX LENGTH WITH ALL RENEWALS: FOUR YEARS | CURRENT TERM PERIOD: INITIAL TERM |
| Vendor Information | | Department Information | |
| VENDOR: The Stone Group, Inc. | VENDOR #: | DEPT: Facilities Management | DEPT CONTACT NAME: Mark Thomas |
| VENDOR CONTACT: Matt Rutz | VENDOR CONTACT PHONE: 773-638-2758 | DEPT CONTACT PHONE #: X8280 | DEPT CONTACT EMAIL: mark.thomas@dupagecounty.gov |
| VENDOR CONTACT EMAIL: matt.rutz@thestone.group | 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 The Stone Group, Inc., for grease trap cleaning and pumping, as needed for the County campus, for Facilities Management, for the period September 1, 2025, through August 31, 2026, for a total contract amount not to exceed \$72,905.00, per lowest responsible bid #25-097-FM, with three options to renew. | | | |
| JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished A contract for grease trap cleaning and pumping is needed to prevent clogs and maintain efficiency. | | | |

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

| | |
|--------------------------------------|---|
| 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: The Stone Group, Inc. | Vendor#: | Dept: Facilities Management | Division: |
| Attn: Matt Rutz | Email: matt.rutz@thestone.group | Attn: | Email: FMAccountsPayable@dupagecounty.gov |
| Address: 228 N. Washtenaw Ave. | City: Chicago | Address: 421 N. County Farm Rd. | City: Wheaton |
| State: IL | Zip: 60612 | State: IL | Zip: 60187 |
| Phone: 773-638-2758 | Fax: | Phone: 630-407-5700 | Fax: 630-407-5701 |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: The Stone Group, Inc. | Vendor#: | Dept: Facilities Management | Division: |
| Attn: Collen Mantlo | Email: ar@thestone.group | Attn: | Email: |
| Address: 228 N. Washtenaw Ave. | City: Chicago | Address: Various | City: Wheaton |
| State: IL | Zip: 60612 | State: IL | Zip: 60187 |
| Phone: 773-638-2758 | Fax: | Phone: 630-407-5700 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Sep 1, 2025 | Contract End Date (PO25): Aug 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 | | FM | FY25 | 1000 | 1100 | 53300 | | 18,230.00 | 18,230.00 |
| 2 | 1 | LO | | FM | FY26 | 1000 | 1100 | 53300 | | 54,675.00 | 54,675.00 |
| <i>FY is required, ensure the correct FY is selected.</i> | | | | | | | | | | Requisition Total | \$ 72,905.00 |

| Comments | |
|----------------------|---|
| HEADER COMMENTS | Provide comments for P020 and P025. Grease Trap Cleaning and Pumping |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Mary Ventrella, and Clara Gomez |
| INTERNAL NOTES | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 8/19/25 CB: 8/26/25 |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |