



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#: 24-2112	RFP, BID, QUOTE OR RENEWAL #: #24-073-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$196,650.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/20/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$196,650.00
	CURRENT TERM TOTAL COST: \$196,650.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: L. Marshall, Inc.	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Geoff Matteson
VENDOR CONTACT: Lawrence P. Marshall	VENDOR CONTACT PHONE: 847-724-5400	DEPT CONTACT PHONE #: X5681	DEPT CONTACT EMAIL: geoffrey.matteson@dupagecounty.gov
VENDOR CONTACT EMAIL: info@lmarshallroofing.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 L. Marshall, Inc., to install safety improvements on the roof of the 505 building, for Facilities Management, for the period August 27, 2024 through August 26, 2025, for a contract total amount not to exceed \$196,650, per lowest responsible bid #24-073-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The 505 building mechanical systems require routine outdoor maintenance visits on the roof, as well as repairs as needed. New access paths and walkways will improve safety for staff performing these maintenance/repair duties, particularly when the roof membrane is wet or snow-covered.			

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	
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: L. Marshall, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Lawrence P. Marshall	Email: info@lmarshallroofing.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 2100 Lehigh Avenue	City: Glenview	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60026	State: IL	Zip: 60187
Phone: 847-724-5400	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: L. Marshall, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email: info@lmarshallroofing.com	Attn: Jeff Schramer	Email: jeffrey.schramer@dupagecounty.gov
Address: 2100 Lehigh Avenue	City: Glenview	Address: Varioius	City: Wheaton
State: IL	Zip: 60187	State: IL	Zip: 60187
Phone: 847-724-5400	Fax: 847-724-73069	Phone: 630-675-0221	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 27, 2024	Contract End Date (PO25): Aug 26, 2025

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		Building Improvements	FY24	6000	1220	54010	2402833	171,000.00	171,000.00
2	1	EA		Bldg Improvements Contingency	FY24	6000	1220	54010	2402833	25,650.00	25,650.00
										Requisition Total	\$ 196,650.00

FY is required, ensure the correct FY is selected.

Comments

HEADER COMMENTS	Provide comments for P020 and P025. Safety Improvements 505 Roof
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to: Cathie Figlewski, Clara Gomez, & Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 8/20/24 CB: 8/27/24
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.