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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 26-2117	RFP, BID, QUOTE OR RENEWAL #: 26-057-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: $80,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/18/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $320,000.00
	CURRENT TERM TOTAL COST: $80,000.00	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 and sewage ejector pit cleaning services, as needed for the County campus, for Facilities Management, for the period September 1, 2026, through August 31, 2027, for a total contract amount not to exceed $80,000.00, per lowest responsible bid #26-057-FM.

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

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			
Send Purchase Order To:		*Send Invoices To:*	
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
Send Payments To:		*Ship to:*	
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, 2026	Contract End Date (PO25): Aug 31, 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		Grease Trap & Ejector Pit Cleaning	FY26	1000	1100	53300		20,000.00	20,000.00
2	1	LO		Grease Trap & Ejector Pit Cleaning	FY27	1000	1100	53300		60,000.00	60,000.00
FY is required, ensure the correct FY is selected.										Requisition Total	$ 80,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Grease Trap & Ejector Pit pumping and cleaning.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Cathie Figlewski, Brian Rovik and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 8/18/26 CB: 8/25/26
APPROVALS	Department Head signature approval for procurements under $15,000. Procurement Officer Approval for ETSB.