



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#: 24-2144	RFP, BID, QUOTE OR RENEWAL #: 24-059-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$46,700.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/20/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$93,400.00
	CURRENT TERM TOTAL COST: \$46,700.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Martinez Retail Management, Inc. d/b/a All Window Cleaning Services	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Reynick Martinez	VENDOR CONTACT PHONE: 847-697-4455	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: rey@allwindowcleaning.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 Martinez Retail Management, Inc. d/b/a All Window Cleaning Services, to provide window washing services for County facilities, for Facilities Management, for the two-year period August 28, 2024 through August 27, 2026, for a total contract amount not to exceed \$46,700, per lowest responsible bid #24-059-FM. (\$38,175 for Facilities Management, \$800 for Animal Services, \$6,300 for Care Center, and \$1,425 for the Division of Transportation.)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Window washing services are necessary to remove accumulated dust, dirt and debris from the windows and to provide a clean appearance to the campus facilities.			

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: Martinez Retail Management, Inc. d/b/a All Window Cleaning Services	Vendor#:	Dept: Facilities Management	Division:
Attn: Reynick Martinez	Email: rey@allwindowcleaning.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: P.O. Box 549	City: Hinsdale	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60522	State: IL	Zip: 60187
Phone: 847-697-4455	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Martinez Retail Management, Inc. d/b/a All Window Cleaning Services	Vendor#:	Dept: Facilities Management	Division:
Attn: Accounts Payable	Email: service@allwindowcleaning.com	Attn:	Email:
Address: P.O. Box 549	City: Hinsdale	Address: various locations	City: Wheaton
State: IL	Zip: 60522	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 28, 2024	Contract End Date (PO25): Aug 27, 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		Facilities Management - Sections 1,3,4,5,6,8,9,10,11,12	FY24	1000	1100	53810		12,225.00	12,225.00
2	1	LO		Facilities Management - Additional Call-out as needed	FY24	1000	1100	53810		500.00	500.00
3	1	LO		Animal Services - Section 7	FY24	1100	1300	53810		200.00	200.00
4	1	LO		Care Center - Section 2	FY24	1200	2035	53810		2,100.00	2,100.00
5	1	LO		Division of Transportation - Section 13	FY24	1500	3510	53810		395.00	395.00
6	1	LO		Division of Transportation - Section 13	FY24	1500	3520	53810		80.00	80.00
7	1	LO		Facilities Management - Sections 1,3,4,5,6,8,9,10,11,12	FY25	1000	1100	53810		12,225.00	12,225.00
8	1	LO		Facilities Management - Additional Call-out as needed	FY25	1000	1100	53810		500.00	500.00
9	1	LO		Animal Services - Section 7	FY25	1100	1300	53810		200.00	200.00
10	1	LO		Care Center - Section 2	FY25	1200	2035	53810		2,100.00	2,100.00
11	1	LO		Division of Transportation - Section 13	FY25	1500	3510	53810		395.00	395.00
12	1	LO		Division of Transportation - Section 13	FY25	1500	3520	53810		80.00	80.00
13	1	LO		Facilities Management - Sections 1,3,4,5,6,8,9,10,11,12	FY26	1000	1100	53810		12,225.00	12,225.00
14	1	LO		Facilities Management - Additional Call-out as needed	FY26	1000	1100	53810		500.00	500.00
15	1	LO		Animal Services - Section 7	FY26	1100	1300	53810		400.00	400.00
16	1	LO		Care Center - Section 2	FY26	1200	2035	53810		2,100.00	2,100.00
17	1	LO		Division of Transportation - Section 13	FY26	1500	3510	53810		395.00	395.00
18	1	LO		Division of Transportation - Section 13	FY26	1500	3520	53810		80.00	80.00
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 46,700.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Provide window washing services for 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., Kristy Lecaros, Christine Kliebhan, Nancy Palima, and Kathy Black-Curcio.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 08/20/24 County Board: 08/27/24
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.