



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 24-0462	RFP, BID, QUOTE OR RENEWAL #: 20-133-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$148,007.50
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/06/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$526,022.50
	CURRENT TERM TOTAL COST: \$82,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: THIRD RENEWAL
Vendor Information		Department Information	
VENDOR: Royal Pipe & supply Company	VENDOR #: 10034	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Larry Greenspon	VENDOR CONTACT PHONE: 708-345-2070	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: royalsupply@aol.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 Royal Pipe & Supply Company, to furnish and deliver plumbing supplies, by the specified manufacturers at discounted rates, as needed for County Facilities, for the period February 24, 2024, through February 23, 2025, for a total contract amount not to exceed \$82,000, per lowest responsible bid #20-133-FM, third and final option to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Annual contract purchase order to furnish and deliver miscellaneous plumbing supplies and tools needed for in-house plumbing staff to utilize for repairs and projects for the County 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.
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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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: Royal Pipe & Supply Company	Vendor#: 10034	Dept: Facilities Management	Division:
Attn: Larry Greenspon	Email: royalsupply@aol.com	Attn:	Email: FMAccountsPayable@dupagecount y.gov
Address: 2400 W. Lake Street	City: Melrose Park	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60160	State: IL	Zip: 60187
Phone: 708-345-2070	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Royal Pipe & Supply Company	Vendor#: 10034	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 2400 W. Lake Street	City: Melrose Park	Address: various locations	City: Wheaton
State: IL	Zip: 60160	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Feb 24, 2024	Contract End Date (PO25): Feb 23, 2025
Contract Administrator (PO25): Mary Ventrella			

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		Plumbing Tools	FY24					1,000.00	1,000.00
2	1	LO		Plumbing Supplies	FY24					40,000.00	40,000.00
3	1	LO		Plumbing Tools	FY25					1,000.00	1,000.00
4	1	LO		Plumbing Supplies	FY25					40,000.00	40,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 82,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver plumbing supplies, by the specified manufacturers at discounted rates, as needed for County Facilities.
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, and Clara Gomez
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 02/06/24 County Board: 02/13/24
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.

The following documents have been attached: ☐ W-9 ☒ Vendor Ethics Disclosure Statement