



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

<b>SECTION 1: DESCRIPTION</b>			
<i>General Tracking</i>		<i>Contract Terms</i>	
FILE ID#: 26-1850	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$548,784.50
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 07/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$548,784.50
	CURRENT TERM TOTAL COST: \$548,784.50	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Malcor Roofing of Illinois, Inc.	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Brian Rovik
VENDOR CONTACT: Jason Doran	VENDOR CONTACT PHONE: 630-896-6479	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: brian.rovik2@dupagecounty.gov
VENDOR CONTACT EMAIL: jason@malcorroofing.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 Malcor Roofing of IL, Inc., for roof restoration work at the Sheriff's Office, for Facilities Management, for the period July 14, 2026, through July 13, 2027, for a total contract amount not to exceed \$548,784.50. Contract pursuant to the Intergovernmental Cooperation Act – OMNIA Partners Contract #R230404.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished A full roof restoration is necessary to protect the integrity of the building envelope, to ensure the facilities remain reliable for proper operation as to not impact the life, health and safety of our employees and the public. The existing roof is nearing the end of its current warranty and by restoring the roof at this time, we do not need to tear off the existing roof system and will seal any of the new penetrations from recent HVAC work. Moisture testing revealed part of the existing insulation is wet after rain events; this contract would repair the damp insulation areas. We are able to apply a two-part, bio-based, polyurethane roof coating system which provides a new 20 year warranty.			

<b>SECTION 2: DECISION MEMO REQUIREMENTS</b>	
DECISION MEMO NOT REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

<b>SECTION 3: DECISION MEMO</b>	
<b>SOURCE SELECTION</b>	Describe method used to select source. Region 4 ESC through the Omnia Partners received responses from eight (8) vendors to RFP #23-04 for Roofing Products and services. The proposals were evaluated by an evaluation committee. Using the evaluation criteria established in the RFP, the committee elected to enter into negotiations with Weatherproofing Technologies, Inc. (WTI) Region 4 ESC, Omnia Partners and WTI successfully negotiated a contract, Region 4 ESC executed the agreement with a contract effective date of November 1, 2023. Malcor Roofing of Illinois, Inc. is apart of the WTI Contractor Network.
<b>RECOMMENDATION AND TWO ALTERNATIVES</b>	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action). 1) Staff recommends securing a contract with Malcor Roofing of Illinois, Inc, for roof restoration work at the Sheriff's Office, for Facilities Management, for the period July 14, 2026, through July 13, 2027, for a total contract amount not to exceed \$548,784.50. Contract pursuant to the Intergovernmental Cooperation Act – OMNIA Partners Contract #R230404. 2) Do not approve a contract and let the roof systems warranties expire and have the roofs fall into disrepair. 3) The other option includes sending the annual contract out to bid which does not guarantee prices will be lower or that the quality of product and service will be equivalent. 4) Staff did review other national-cooperative proposals for this and similar products and this was the most economical choice.

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Malcor Roofing of Illinois, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Jason Doran	Email: jason@malcorroofing.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 1850 Dean Street	City: St. Charles	Address: 421 N County Farm Rd.	City: Wheaton
State: IL	Zip: 60174	State: IL	Zip: 60187
Phone: 630-896-6479	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Malcor Roofing of Illinois, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Jason Doran	Email: jason@malcorroofing.com	Attn: Geoff Matteson	Email: Geoffrey.Matteson@dupagecounty.gov
Address: 1850 Dean Street	City: St. Charles	Address: 501 N. County Farm Rd	City: Wheaton
State: IL	Zip: 60174	State: IL	Zip: 60187
Phone: 630-896-6479	Fax:	Phone: 630-407-5681	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 14, 2026	Contract End Date (PO25): Jul 13, 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		Roof Restoration	FY26	6000	1220	54010	2600729	498,895.00	498,895.00
2	1	LO		Contingency	FY26	6000	1220	54010	2600729	49,889.50	49,889.50
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 548,784.50

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Roof restoration work at the Sheriff's Office. Pursuant to the Intergovernmental Cooperation Act – OMNIA Partners Contract #R230404.
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, Geoff Matteson, 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 7/7/26; CB 7/14/26
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.