



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#:<br>25-1535                                  | RFP, BID, QUOTE OR RENEWAL #:<br>25-051-FM | INITIAL TERM WITH RENEWALS:<br>1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST:<br>\$30,000.00                |
| COMMITTEE:<br>PUBLIC WORKS                            | TARGET COMMITTEE DATE:<br>07/01/2025       | PROMPT FOR RENEWAL:<br>3 MONTHS                             | CONTRACT TOTAL COST WITH ALL RENEWALS:<br>\$30,000.00  |
|   | CURRENT TERM TOTAL COST:<br>\$30,000.00    | MAX LENGTH WITH ALL RENEWALS:<br>FOUR YEARS                 | CURRENT TERM PERIOD:<br>INITIAL TERM                   |
| <i>Vendor Information</i>                             |  | <i>Department Information</i>                               |  |
| VENDOR:<br>Galls Parent Holdings, LLC d/b/a Gall, LLC | VENDOR #:                                  | DEPT:<br>Facilities Management                              | DEPT CONTACT NAME:<br>Mary Ventrella                   |
| VENDOR CONTACT:<br>Jerame Stephens                    | VENDOR CONTACT PHONE:<br>844-464-2557      | DEPT CONTACT PHONE #:<br>630-407-5705                       | DEPT CONTACT EMAIL:<br>mary.ventrella@dupagecounty.gov |
| VENDOR CONTACT EMAIL:<br>bidreviews@galls.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 Galls Parent Holdings, LLC d/b/a Gall, LLC, to provide and deliver employee uniforms, as needed, for Facilities Management, for the period July 2, 2025 through July 1, 2026, for a total contract amount not to exceed \$30,000, per lowest responsible bid #25-051-FM.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  
Employee uniforms are needed to identify County employees, who work in and around the County facilities, to provide appropriate work clothing for maintenance work, where employees are subjected to grease and chemicals and to provide clothing for the housekeeping staff while cleaning and being exposed to contaminants. Per NFPA70E & OSHA ARC Flash, electricians are required to wear flame retardant clothing when working on energized electrical components 50 volts or greater.

### 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

|                                      |   |
|--------------------------------------|---|
| <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:<br>Galls Parent Holdings, LLC d/b/a<br>Gall, LLC | Vendor#:                      | Dept:<br>Facilities Management             | Division:  |
| Attn:<br>Jerame Stephens                                 | Email:<br>bidreview@galls.com | Attn:                                      | Email:<br>FMAccountsPayable<br>@dupagecounty.gov |
| Address:<br>1340 Russell Cave Rd                         | City:<br>IEXINGTON            | Address:<br>421 N. County Farm Road        | City:<br>Wheaton                                 |
| State:<br>KY   | Zip:<br>40505                 | State:<br>IL                               | Zip:<br>60187                                    |
| Phone:<br>844-464-2557                                   | Fax:                          | Phone:<br>630-407-5700                     | Fax:<br>630-407-5701                             |
| <i>Send Payments To:</i>                                 |                               | <i>Ship to:</i>                            |  |
| Vendor:<br>Galls Parent Holdings, LLC d/b/a<br>Gall, LLC | Vendor#:                      | Dept:<br>Facilities Management             | Division:  |
| Attn:<br>Accounts Receivable                             | Email:<br>ar@galls.com        | Attn:<br>Mary Ventrella                    | Email:<br>mary.ventrella@dupagecounty.gov        |
| Address:<br>PO Box 71628                                 | City:<br>Chicago              | Address:<br>421 N. County Farm Road        | City:<br>Wheaton                                 |
| State:<br>IL   | Zip:<br>60694-1628            | State:<br>IL                               | Zip:<br>60187                                    |
| Phone:<br>859-266-7227                                   | Fax:                          | Phone:<br>630-407-5705                     | Fax:<br>630-407-5701                             |
| <b>Shipping</b>  |                               | <b>Contract Dates</b>                      |  |
| Payment Terms:<br>PER 50 ILCS 505/1                      | FOB:<br>Destination           | Contract Start Date (PO25):<br>Jul 2, 2025 | Contract End Date (PO25):<br>Jul 1, 2026         |

| Purchase Requisition Line Details                                |     |     |                            |                   |      |         |      |           |                             |                   |              |
|--|-----|-----|----------------------------|-------------------|------|---------|------|-----------|-----------------------------|-------------------|--------------|
| LN   | Qty | UOM | Item Detail<br>(Product #) | Description       | FY   | Company | AU   | Acct Code | Sub-Accts/<br>Activity Code | Unit Price        | Extension    |
| 1  | 1   | LO  |                            | Employee Uniforms | FY25 | 1000    | 1100 | 52220     |                             | 15,000.00         | 15,000.00    |
| 2  | 1   | LO  |                            | Employee Uniforms | FY26 | 1000    | 1100 | 52220     |                             | 15,000.00         | 15,000.00    |
| <b><i>FY is required, ensure the correct FY is selected.</i></b> |     |     |                            |                   |      |         |      |           |                             | Requisition Total | \$ 30,000.00 |

| Comments             |  |
|----------------------|--|
| HEADER COMMENTS      | Provide comments for P020 and P025.<br>Provide and deliver employee uniforms, as needed, for Facilities Management.  |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.<br>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.  |
| APPROVALS            | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.   |