



# Procurement Review Comprehensive Checklist

## Procurement Services Division

This form must accompany all Purchase Order Requisitions

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 24-1028	RFP, BID, QUOTE OR RENEWAL #: 22-026-FM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$245,187.79
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/16/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$495,279.35
	CURRENT TERM TOTAL COST: \$125,045.78	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Groot, Inc.	VENDOR #: 27954	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Bart Visser	VENDOR CONTACT PHONE: 630-383-6154	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: bvisser@groot.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 Groot, Inc., to provide refuse disposal, recycling, and asbestos pick-up services for DuPage County facilities, for Facilities Management, for the period June 1, 2024 through May 31, 2025, for a contract total amount not to exceed \$125,045.78, per renewal option under bid #22-026-FM, first of three options to renew. (\$1,125.14 for Animal Services, \$40,800 for the DuPage Care Center, and \$83,120.64 for Facilities Management)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Refuse disposal, recycling services, asbestos pick-up, are necessary to maintain sanitation and compliance with DuPage County Environmental Responsibility and Conservation Policy which was passed by the County on August 18, 2008.			

### 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

<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: Groot, Inc.	Vendor#: 27954	Dept: Facilities Management	Division:
Attn: Bart visser / Ted Vandernaald	Email: bvisser@groot.com tvandernaald@groot.com	Attn:	Email: FMAccountsPayable @dupagecounty.gov
Address: 3 Waterway Square Place, Suite110	City: The Woodlands	Address: 421 N. County Farm Road	City: Wheaton
State: TX	Zip: 77380	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Groot, Inc.	Vendor#: 27954	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: PO Box 535233	City: Pittsburg	Address: various locations	City: Wheaton
State: PA	Zip: 15253-5233	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 1, 2024	Contract End Date (PO25): May 31, 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		Animal Services - Section 1	FY24	1100	1300	53810		562.57	562.57
2	1	LO		Care Center - Section 2	FY24	1200	2035	53810		20,400.00	20,400.00
3	1	LO		Facilities Management - Sections 4, 7, 8, 9, and Labor	FY24	1000	1100	53810		39,418.32	39,418.32
4	1	LO		Facilities Management - Grounds Section 4	FY24	1000	1102	53830		2,142.00	2,142.00
5	1	LO		Animal Services - Section 1	FY25	1100	1300	53810		562.57	562.57
6	1	LO		Care Center - Section 2	FY25	1200	2035	53810		20,400.00	20,400.00
7	1	LO		Facilities Management - Sections 4, 7, 8, 9, and Labor	FY25	1000	1100	53810		39,418.32	39,418.32
8	1	LO		Facilities Management - Grounds Section 4	FY25	1000	1102	53830		2,142.00	2,142.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 125,045.78

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Provide refuse disposal, recycling and asbestos pick-up services for DuPage 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, Clara Gomez, Kristie Lecaros, and Nancy Palima.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 04/16/24   Care Center Committee: 04/16/24   County Board: 04/23/24
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