



Procurement Review Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions
Attach Required Vendor Ethics Disclosure Statement

Date: Dec 2, 2016

MinuteTraQ (IQM2) ID #: 8781

Vendor: A&P Grease Trappers, Inc.	Vendor #:	Contract Term: 01/11/17 through 01/10/18	Contract Total: \$70,765.00
Dept: Facilities Management	Contact: Tim Harbaugh	Phone: 630-407-5700	Assigned Committee: Public Works 01/03/17 County Board 01/10/17

Description of Procurement/ Scope of Work/ Background
 Recommendation for the approval of a contract purchase order to A&P Grease Trappers, Inc., for sanitary, grease trap and storm basin pumping, jetting and cleaning, as needed for the County campus, for Facilities Management, for a total contract amount not to exceed \$70,765.00.

Reason for Procurement
 A contract for sanitary, grease trap and storm basin pumping, jetting and cleaning is needed to prevent odorous backup, expensive repairs, and to avoid any potential health issues.

FUNDING SOURCE

- Procurement budgeted for (FY and budget code(s)): FY17 1000-1100-53300, 1100-1300-53300, 1500-3510-53300
- Funds identified in budget line(s): _____

DECISION MEMO NOT REQUIRED

- LOWEST RESPONSIBLE QUOTE #, BID # or RFP # Bid 16-224-BF (attach applicable Tabulation)
 (QUOTE Less Than \$25,000; BID Equal To or Greater Than \$25,000)
- EXEMPT FROM BIDDING PER ILLINOIS COMPLIED STATUTES
- SOLE SOURCE per DuPage County Purchasing Ordinance, Article 4-102(5) (attach Sole Source Justification form)
- PER 55 ILCS 5/5-1022 'Competitive Bids' (d) IT/Telecom purchases under \$35,000.00
- PER 55 ILCS 5/5-1022 'Competitive Bids' (c) not suitable for competitive bidding. Explain below:

BASIS OF DECISION MEMO (attach Decision Memo)

- EXPLANATION OF REQUEST FOR PROPOSAL RFP # _____ (include Evaluation Summary if applicable)
- PROFESSIONAL SERVICES EXCLUDED per DuPage Ordinance (4-108) and 50 ILCS 510/2 (Architects, Engineers and Land Surveyors)
- OTHER PROFESSIONAL SERVICES (detail vetting process on Decision Memo)
- REQUEST WAIVER OF COUNTY BID RULES (only allowable to Statutory Limits)
- OTHER THAN LOWEST RESPONSIBLE, BID # _____

PREPARED BY AND APPROVAL(S) (Initials Only)

<u>Myk</u>	<u>Dec 2, 2016</u>	<u>H MWK</u>	<u>12/13/16</u>		
Prepared By	Date	Recommended for Approval	Date	IT Approval, if required	Date

REVIEWED BY (Initials Only)

<u>BT</u>	<u>12-15-16</u>	<u>JM</u>	<u>12-15-16</u>
Buyer	Date	Procurement Officer	Date
<u>PPD</u>	<u>12-22-16</u>		
Chief Financial Officer (Decision Memos Over \$25,000)	Date	Chairman's Office (Decision Memos Over \$25,000)	Date

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