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

# SECTION 1: DESCRIPTION

| *General Tracking* | | *Contract Terms* | |
|---|---|---|---|
| FILE ID#: 23-0940 | RFP, BID, QUOTE OR RENEWAL #: BID #23-013-PW | INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS | INITIAL TERM TOTAL COST: $25,900.00 |
| COMMITTEE: PUBLIC WORKS | TARGET COMMITTEE DATE: 03/07/2023 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: $25,900.00 |
| | CURRENT TERM TOTAL COST: $25,900.00 | MAX LENGTH WITH ALL RENEWALS: FOUR YEARS | CURRENT TERM PERIOD: INITIAL TERM |
| *Vendor Information* | | *Department Information* | |
| VENDOR: Kemira Water Solutions, Inc. | VENDOR #: | DEPT: Public Works | DEPT CONTACT NAME: Jay Dahlberg |
| VENDOR CONTACT: Christina Imbrogno | VENDOR CONTACT PHONE: 785-842-7424 | DEPT CONTACT PHONE #: 630-985-7400 | DEPT CONTACT EMAIL: |
| VENDOR CONTACT EMAIL: tina.imbrogno@kerira.com | VENDOR WEBSITE: https://www.kemira.com | 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.).
Furnish and deliver liquid ferric chloride to the Knollwood Wastewater Treatment Facility for a 1-year period from April 1, 2023 through March 31, 2024 in the amount of $25,900 per Bid #23-013-PW.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Ferric chloride is used to help remove phosphorus from the wastewater treatment process and is needed in order to meet the plant effluent phosphorus limit that is required per Illinois EPA regulations.

# 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

| | |
|---|---|
| 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

| *Send Purchase Order To:* | | *Send Invoices To:* | |
|---|---|---|---|
| Vendor: Kemira Water Solutions, Inc. | Vendor#: | Dept: DuPage County Public Works | Division: Public Works |
| Attn: Christina Imbrogno | Email: tina.imbrogno@kemira.com | Attn: Magda | Email: pwaccountspayable@dupageco.org |
| Address: 4321 W. 6th Street | City: Lawrence | Address: 7900 S. Route 53 | City: Woodridge |
| State: Kansas | Zip: 66049 | State: Illinois | Zip: 60517 |
| Phone: 785-842-7424 | Fax: 785-842-2629 | Phone: 630-985-7400 | Fax: 630-985-4802 |
| *Send Payments To:* | | *Ship to:* | |
| Vendor: SAME AS ABOVE | Vendor#: | Dept: SAME AS ABOVE | Division: |
| Attn: | Email: | Attn: | Email: |
| Address: | City: | Address: | City: |
| State: | Zip: | State: | Zip: |
| Phone: | Fax: | Phone: | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Apr 1, 2023 | Contract End Date (PO25): Mar 31, 2024 |
| Contract Administrator (PO25): Amy Arlowe/Sandra Martinez | | | |

## 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 | EA | | Furnish and deliver liquid ferric chloride to the Knollwood Wastewater Treatment Facility for a 1-year period from April 1, 2023 through March 31, 2024 in the amount of $25,900 per Bid #23-013-PW. | FY23 | 2000 | 2555 | 52330 | | 12,950.00 | 12,950.00 |
| 2 | 1 | EA | | | FY24 | 2000 | 2555 | 52330 | | 12,950.00 | 12,950.00 |
| ***FY is required, assure the correct FY is selected.*** | | | | | | | | | | Requisition Total | $ 25,900.00 |

| *Comments* | |
|---|---|
| HEADER COMMENTS | Provide comments for P020 and P025. |
| SPECIAL INSTRUCTIONS | Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. |
| 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. |

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