



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#: 23-0937	RFP, BID, QUOTE OR RENEWAL #: 23-016-PW	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$82,427.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/07/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$82,427.00
	CURRENT TERM TOTAL COST: \$82,427.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Drydon Equipment, Inc.	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Jay Dahlberg
VENDOR CONTACT: George Argiris	VENDOR CONTACT PHONE: 630-814-9150	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: Jay.Dahlberg@dupageco.org
VENDOR CONTACT EMAIL: Gargiris@drydon.com	VENDOR WEBSITE: www.drydon.com	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.). Purchase of four (4) Filtomat M306 LP effluent water strainers to be installed at both the Woodridge Greene Valley and Knollwood Wastewater Treatment Facilities per low quote #23-016-PW.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Effluent strainers are used at both the Knollwood and Woodridge Greene Valley Wastewater Treatment Facilities. The strainers are used to further clean the plant effluent water for use at the plants non-potable water systems. The Woodridge facility uses the non-potable water for the air conditioning chillers. The strainers need to be replaced as they are from 1985 and have lost straining efficiency.			

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

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Drydon Equipment, Inc.	Vendor#:	Dept: DuPage County Public Works	Division: Public Works
Attn: George Argiris	Email: Gargiris@drydon.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 2445 Westfield Drive #100	City: Elgin	Address: 7900 S. Route 53	City: Woodridge
State: Illinos	Zip: 60124	State: Illinois	Zip: 60517
Phone: 224-629-4060	Fax: 224-629-4061	Phone: 630-985-7400	Fax: 630-985-4802
<i>Send Payments To:</i>		<i>Ship to:</i>	
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): Mar 14, 2023	Contract End Date (PO25): Nov 30, 2023
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		Filtomat M306 LP wastewater treatment plant effluent water strainers per low quote #23-016-PW.	FY23	2000	2555	52250		82,427.00	82,427.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 82,427.00

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