



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-0857	RFP, BID, QUOTE OR RENEWAL #: 22-016-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$35,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/07/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$205,000.00
	CURRENT TERM TOTAL COST: \$90,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		Department Information	
VENDOR: Gehrke Technology Group, Inc.	VENDOR #: 39397	DEPT: Facilities Management	DEPT CONTACT NAME: Gavin Carroll
VENDOR CONTACT: Greg Gehrke	VENDOR CONTACT PHONE: 847-487-9110	DEPT CONTACT PHONE #: 630-407-5700	DEPT CONTACT EMAIL: gavin.carroll@dupageco.org
VENDOR CONTACT EMAIL: ggehrke@gehrketech.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 Gehrke Technology Group, Inc., to furnish and deliver water treatment chemicals, as needed, for campus facilities, for Facilities Management, for the period March 23, 2023 through March 22, 2024 for a contract total amount not to exceed \$90,000.00, per renewal option under bid award #22-016-FM, first option to renew.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Water treatment chemicals are necessary to treat the water in the campus cooling towers, boilers, closed loop systems, and high temperature hot water systems. Without proper chemical treatment, the systems could be damaged beyond repair due to corrosion.			

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

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: Gehrke Technology Group, Inc.	Vendor#: 39397	Dept: Facilities Management	Division:
Attn: Greg Gehrke	Email: ggehrke@gehrketech.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 1050 N Rand Road	City: Wauconda	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60084-1165	State: IL	Zip: 60187
Phone: 847-487-9110	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Gehrke Technology Group, Inc.	Vendor#: 39397	Dept: Masters Company, Inc.	Division:
Attn:	Email:	Attn: F/B/O DuPage County - Power Plant	Email:
Address: 1050 N Rand Road	City: Wauconda	Address: 890 Lively Boulevard	City: Wood Dale
State: IL	Zip: 60084-1165	State: IL	Zip: 60191
Phone:	Fax:	Phone: 630-238-9292	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 23, 2023	Contract End Date (PO25): Mar 22, 2024
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		Bulk Chemicals	FY23	1000	1100	52330		30,000.00	30,000.00
2	1	LO		Bulk Chemicals	FY24	1000	1100	52330		10,000.00	10,000.00
3	1	LB		Bulk Chemicals	FY24	6000	1220	54010	2206703- 54010	50,000.00	50,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 90,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver water treatment chemicals, as needed, for campus facilities, for Facilities Management
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, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 02/21/23 County Board: 02/28/23
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