



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-0926	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$120,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/21/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$120,000.00
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: LMK Technologies, Inc.	VENDOR #: 12373	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Brandy Brow	VENDOR CONTACT PHONE: 815-433-9377	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL:
VENDOR CONTACT EMAIL: bmartinez@lmktechnologies.com	VENDOR WEBSITE: www.lmktechnoloiges.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.). Lateral lining materials, equipment and repairs for a 4-year period from 3/28/23 through 3/31/27 in the amount of \$120,000. This is a Sole Source contract.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Public Works owns lateral lining equipment used to perform in-house rehabilitation of County owned sanitary service lines. Materials such as felt liners, bladders, resin and waterproof rings are needed in order to perform these rehabilitations			

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.
SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)

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. MANUFACTURER
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. DuPage County Public Works owns the LMK lateral lining system. The lining materials, equipment and repairs are only available through LMK Technologies.
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. The material for LMK's equipment is currently only available through them as the manufacturer. Their material pricing is consistent with other vendor brands.
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. Staff had reviewed other lining systems at the time of purchase and was unable to find features offered by LMK Technologies such as hydrophilic seals and push camera inspection parts.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: LMK Technologies, Inc.	Vendor#:	Dept: DuPage County Public Works	Division: Public Works
Attn: Brandy Brow	Email: bmartinez@lmktechnologies.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 1779 Chessie Lane	City: Ottowa	Address: 7900 S. Route 53	City: Woodridge
State: Illinois	Zip: 60136	State: Illinois	Zip: 60517
Phone: 815-433-9377	Fax: 815-433-0107	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 28, 2023	Contract End Date (PO25): Mar 31, 2027
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		Lateral lining materials, equipment and repairs for a 4- year period from 3/28/23 through 3/31/27.	FY23	2000	2555	52250		30,000.00	30,000.00
2	1	EA			FY24	2000	2555	52250		30,000.00	30,000.00
3	1	EA			FY24	2000	2555	53370		5,000.00	5,000.00
4	1	EA			FY25	2000	2555	52250		30,000.00	30,000.00
5	1	EA			FY26	2000	2555	52250		20,000.00	20,000.00
6	1	EA			FY27	2000	2555	52250		5,000.00	5,000.00
FY is required, assure the correct FY is selected.										Requisition Total	\$ 120,000.00

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