



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#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$19,213.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/06/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$19,213.00
	CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Suburban Laboratories	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Dan Galgher	VENDOR CONTACT PHONE: 708-906-4218	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupageco.org
VENDOR CONTACT EMAIL: Dan@suburbanlabs.com	VENDOR WEBSITE: <a href="https://suburbanlabs.com/">https://suburbanlabs.com/</a>	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.). Lab testing for sewage treatment plant pollutant analysis for both the Woodridge Greene Valley and Knollwood Wastewater Treatment Facilities per Bid #23-068-PW.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Lab testing is required to perform analysis from various sanitary flows throughout the County owned collections systems. The analysis will be used to establish applicable local discharge limits tributary to the County owned treatment plants.			

### 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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: Suburban Laboratories	Vendor#:	Dept: DuPage County Public Works	Division: Public Works
Attn: Dan Galgher	Email: Dan@suburbanlabs.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 1950 S. Batavia Avenue, Suite 150	City: Geneva	Address: 7900 S. Route 53	City: Woodridge
State: Illinois	Zip: 60134	State: Illinois	Zip: 60517
Phone: 708-906-4218	Fax:	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): Jun 6, 2023	Contract End Date (PO25): Jun 5, 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		Lab testing for sewage treatment plant pollutant analysis for both the Woodridge Greene Valley and Knollwood Wastewater Treatment Facilities per Bid #23-068-PW.	FY23	2000	2665	53090		16,013.00	16,013.00
2	1	EA		Contingency	FY23	2000	2665	53090		3,200.00	3,200.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 19,213.00

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