



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#: 25-2304 | RFP, BID, QUOTE OR RENEWAL #: 24181016 | INITIAL TERM WITH RENEWALS: OTHER | INITIAL TERM TOTAL COST: \$120,486.99 |
| COMMITTEE: JUDICIAL AND PUBLIC SAFETY | TARGET COMMITTEE DATE: 10/07/2025 | PROMPT FOR RENEWAL: | CONTRACT TOTAL COST WITH ALL RENEWALS: |
| | CURRENT TERM TOTAL COST: \$120,486.99 | MAX LENGTH WITH ALL RENEWALS: | CURRENT TERM PERIOD: |
| <i>Vendor Information</i> | | <i>Department Information</i> | |
| VENDOR: Waters | VENDOR #: | DEPT: Sheriff's Office, Crime Lab | DEPT CONTACT NAME: Jillian Baker |
| VENDOR CONTACT: Justin Carder | VENDOR CONTACT PHONE: 800-252-4752 | DEPT CONTACT PHONE #: 630-407-2103 | DEPT CONTACT EMAIL: jillian.baker@dupagesheriff.org |
| VENDOR CONTACT EMAIL: justin_carder@waters.com | VENDOR WEBSITE: www.waters.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.). Purchase of a Waters Radian ASAP-Mass Spectrometer (ASAP-MS) system along with necessary and compatible, supplies, software, equipment, installation, training & maintenance (to ensure functionality as lab staff become familiar with technology) to include: PC & monitor, MassLynx Micro Workstation, liveID, uninterrupted power supply, gas regulator, and nitrogen generator. Total cost is \$114,786.99 with quote (#24181016) from manufacturer (sole source). Will use 2024 Coverdell Grant Funds for purchase.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
The Waters Radian ASAP-Mass Spectrometer (ASAP-MS) is a newer technology that the chemistry section of the Sheriff's Office Crime Laboratory will incorporate in the analysis of seized drug evidence for the presence of controlled substances. The Waters Radian ASAP-MS technology provides rapid screening of seized drug evidence with minimal sample preparation and limited samples such as residue items. The data generated is more selective than other screening methods employed by the laboratory (e.g., color tests, Ultraviolet-Visible Spectrophotometry (UV-Vis)) and provides results faster than running general screening methods on the laboratory's Gas Chromatograph-Mass Spectrometers (GC-MS) (e.g., seconds vs. ~15 minutes). ASAP-MS will assist analysts distinguish between isomers (e.g., LSD/LAMPA), rapidly detect Novel Psychoactive Substances (NPS) (e.g., designer benzodiazepines, nitazenes), and screen residue items for the presence of fentanyl and other opioids.

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

| | |
|-------------------------------------|--|
| 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 | <p>Select an item from the following dropdown menu to justify why this is a sole source procurement.</p> <p>MANUFACTURER</p> |
| NECESSITY AND UNIQUE FEATURES | <p>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.</p> <p>1. Unique Features The RADIAN ASAP incorporates several proprietary design elements and capabilities not available in other commercially available systems:</p> <ul style="list-style-type: none"> • Integrated ASAP Ion Source – Horizontal loading, pre-optimized probe design prevents contamination and enables rapid, reproducible sampling. • Real-Time Data Analysis – Waters' LiveID software uniquely enables real-time library matching and statistical classification during acquisition. • Advanced Temperature Control – Supports user-defined profiles up to 600°C, providing unmatched flexibility. • Long-Life Detector – Photomultiplier tube with its own vacuum envelope ensures stable performance over the instrument lifetime. • Compact, Lightweight Footprint – The smallest and lightest system in its class, enabling deployment in constrained laboratory environments. <p>2. Vendor Exclusivity Waters Corporation is the sole manufacturer of the RADIAN ASAP system. The ASAP ion source design, LiveID software integration, and detector configuration are proprietary. Waters has provided a manufacturer's letter confirming sole source status.</p> <p>3. Operational Necessity The RADIAN ASAP directly supports our laboratory's mission-critical work in forensic drug identification. Comparable mass spectrometry systems do not provide the same combination of portability, speed, and real-time decision-making features.</p> <p>4. Supporting Documentation</p> <ul style="list-style-type: none"> • The manufacturer's sole source justification letter from Waters, • Technical specification sheets highlighting the unique features of the RADIAN ASAP, |
| MARKET TESTING | <p>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.</p> <p>Laboratory staff attend national and regional forensic science conferences. Recently attended conferences include the American Society of Crime Laboratory Directors (April 2025) and Midwestern Association of Forensic Scientists (August 2025). Waters is the only company providing ASAP-MS technology tailored for the forensic science community, specifically seized drug analysis not just cannabis/hemp analysis. Other crime laboratories have implemented Waters Radian ASAP technology and have presented on its validity for use in seized drug analysis.</p> |
| AVAILABILITY | <p>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.</p> <p>Recent Internet searches found at least one other company (Advion Interchim Scientific) with ASAP-MS technology; however their applications and capabilities have not been tested by the forensic community and is without the LiveID real time library matching software available with the Waters Radian ASAP.</p> |

SECTION 5: Purchase Requisition Information

| <i>Send Purchase Order To:</i> | | <i>Send Invoices To:</i> | |
|-------------------------------------|------------------------------------|---|---|
| Vendor: Waters | Vendor#: | Dept: Sheriff's Office | Division: Budget Support |
| Attn: Justin Carder | Email: waters_quotes@waters.com | Attn: Colleen Zbilski | Email: colleen.zbilski@dupagesheriff.org |
| Address: 34 Maple St. | City: Milford | Address: 501 N. County Farm Rd | City: Wheaton |
| State: MA | Zip: 01757 | State: IL | Zip: 60187 |
| Phone: 800-252-4752 | Fax: | Phone: 630-407-2122 | Fax: |
| <i>Send Payments To:</i> | | <i>Ship to:</i> | |
| Vendor: Waters | Vendor#: | Dept: Sheriff's Office | Division: Crime Lab |
| Attn: | Email: | Attn: Jillian Baker | Email: jillian.baker@dupagesheriff.org |
| Address: 34 Maple St. | City: Milford | Address: 501 N. County Farm Rd | City: Wheaton |
| State: MA | Zip: 01757 | State: IL | Zip: 60187 |
| Phone: 800-252-4752 | Fax: | Phone: 630-407-2103 | Fax: |
| Shipping | | Contract Dates | |
| Payment Terms: PER 50 ILCS 505/1 | FOB: Destination | Contract Start Date (PO25): Oct 15, 2025 | Contract End Date (PO25): Oct 14, 2026 |

| 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 | 176850056 | RADIAN SYSTEM | FY25 | 5000 | 4520 | 54110 | 724503 | 74,568.41 | 74,568.41 |
| 2 | 1 | EA | 740002549 | Maint MassLynx SW 2nd Yr | FY25 | 5000 | 4520 | 53807 | 724503 | 1,853.10 | 1,853.10 |
| 3 | 1 | EA | 725000473 | Power Supply Unintrrptbl 5.2KV | FY25 | 5000 | 4520 | 54110 | 724503 | 9,579.00 | 9,579.00 |
| 4 | 1 | EA | 700013158 | Gas Reg 2 Stg 0-250PSIG Outlet | FY25 | 5000 | 4520 | 52000 | 724503 | 1,177.50 | 1,177.50 |
| 5 | 1 | EA | 186009337 | Nitrogen Generator Genius SQ24 | FY25 | 5000 | 4520 | 54110 | 724503 | 14,214.00 | 14,214.00 |
| 6 | 1 | EA | 176600010 | FLEXCHOICE COVG FOR RADIAN | FY25 | 5000 | 4520 | 53370 | 724503 | 5,621.00 | 5,621.00 |
| 7 | 1 | EA | 176003966 | LivID First User License | FY25 | 5000 | 4520 | 53806 | 724503 | 7,668.00 | 7,668.00 |
| 8 | 1 | EA | 700005025 | Glass Capillary 1.9x100mm (100PK) | FY25 | 5000 | 4520 | 52200 | 724503 | 105.98 | 105.98 |
| 9 | 1 | EA | | Freight Estimate for Radian | FY25 | 1000 | 4403 | 53804 | | 5,700.00 | 5,700.00 |
| FY is required, ensure the correct FY is selected. | | | | | | | | | | Requisition Total | \$ 120,486.99 |

| 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. Reference Quote Number 24181016 when Purchase Order is issued. |
| INTERNAL NOTES | Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. If not approved by Quote Expiration date (9/29/2025), Department Contact Jillian Baker can contact sales representative for quote extension. |
| APPROVALS | Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB. |