



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>	
MINUTETRAQ ID#:	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$200,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/06/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$200,000.00
	CURRENT TERM TOTAL COST: \$200,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: LAI, Ltd	VENDOR #: 11148	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Peter Lynch	VENDOR CONTACT PHONE: 847-392-0990	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: Sean.Reese@dupagecounty.gov
VENDOR CONTACT EMAIL: plynch@lai-ltd.com	VENDOR WEBSITE: https://lai-ltd.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.). Sole source purchase of DeZurick Inc, APCO, Inc., Hilton Brand & Red Valve Representation repair parts, as well as Rotork Valve Actuators and repair parts, for Woodridge Greene Valley, Knollwood, and Nordic Wastewater Treatment Facilities in the amount of \$200,000.00 for a 4-year period from 8/13/24 through 8/12/28.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished These valves are used to isolate various water, gas, effluent and chilled water lines throughout the treatment facilities. This isolation is needed from time to time so staff can work on routine equipment maintenance. Dezurik valves and Rotork Actuators are used in multiple locations throughout the County owned treatment facilities. Many of the current valves and actuators are over 30 years old and need to be replaced or rebuilt at this time.			

**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 COUNTY PURCHASING ORDINANCE, ARTICLE 4-102(5) (MUST FILL OUT SECTION 5)
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. SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES
<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.  OEM parts are needed for the pumps, valves, and actuators that run at the Woodridge Greene Valley, Knollwood, and Nordic wastewater treatment plants.
<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.  DeZurik is the manufacturer of Dezurick Valves and its repair parts. Rotork is the manufacturer of Rotork Actuators and its repair parts. LAI, Ltd is the sole distributor for both manufacturers.
<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. LAI, Ltd is the only source for OEM parts for critical treatment operations that maintain the wastewater treatment plants to meet IEPA permit limits at Woodridge Greene Valley, Knollwood, and Nordic wastewater treatment plants per the sole source letter from DeZurik and Rotork. Other sources can not meet the exact measurements of these specialized part.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: LAI, Ltd	Vendor#: 11148	Dept: DuPage county Public Works	Division: Public Works
Attn: Peter Lynch	Email: plynch@lai-ltd.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupageco.org
Address: 5400 Newport Drive, Suite 10	City: Rolling Meadows	Address: 7900 S. Route 53	City: Woodridge
State: Illinois	Zip: 60008	State: Illinois	Zip: 60517
Phone: 847.392.0990	Fax: 847.392.1095	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:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 13, 2024	Contract End Date (PO25): Aug 12, 2028
Contract Administrator (PO25): Drew Cormican			

**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		OEM repair parts for pumps, valves, and actuators from DeZurik & Rotork for a 4 year period from 8/13/24 through 8/12/28	FY24	2000	2555	52250		20,000.00	20,000.00
2	1	EA		OEM repair parts for pumps, valves, and actuators from DeZurik & Rotork for a 4 year period from 8/13/24 through 8/12/28	FY25	2000	2555	52250		50,000.00	50,000.00
3	1	EA		OEM repair parts for pumps, valves, and actuators from DeZurik & Rotork for a 4 year period from 8/13/24 through 8/12/28	FY26	2000	2555	52250		50,000.00	50,000.00
4	1	EA		OEM repair parts for pumps, valves, and actuators from DeZurik & Rotork for a 4 year period from 8/13/24 through 8/12/28	FY27	2000	2555	52250		50,000.00	50,000.00
5	1	EA		OEM repair parts for pumps, valves, and actuators from DeZurik & Rotork for a 4 year period from 8/13/24 through 8/12/28	FY28	2000	2555	52250		30,000.00	30,000.00
<b>FY is required, assure the correct FY is selected.</b>										Requisition Total	\$ 200,000.00

<i>Comments</i>	
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