

This form must accompany all Purchase Order Requisitions

County's Solid Waste Management Plan and Cool DuPage Initiative.

SECTION 1: DESCRIPTION					
	Contract Terms				
RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST:			
23-114-SWM	1 YR + 3 X 1 YR TERM PERIODS	\$235,000.00			
TARGET COMMITTEE DATE:	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$940,000.00			
11/04/2025					
CURRENT TERM TOTAL COST:	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:			
\$235,000.00	FOUR YEARS	SECOND RENEWAL			
Vendor Information		Department Information			
VENDOR #:	DEPT:	DEPT CONTACT NAME:			
10922	Stormwater Management	Raul Galvan			
VENDOR CONTACT: VENDOR CONTACT PHONE:		DEPT CONTACT EMAIL:			
630.545.9710	630.407.6706	raul.galvan@dupagecounty.gov			
VENDOR WEBSITE:	DEPT REQ #:	1			
www.scarce.org	1600-2521				
	RFP, BID, QUOTE OR RENEWAL #: 23-114-SWM TARGET COMMITTEE DATE: 11/04/2025 CURRENT TERM TOTAL COST: \$235,000.00 VENDOR #: 10922 VENDOR CONTACT PHONE: 630.545.9710 VENDOR WEBSITE:	RFP, BID, QUOTE OR RENEWAL #: 23-114-SWM TARGET COMMITTEE DATE: 11/04/2025 CURRENT TERM TOTAL COST: \$235,000.00 PROMPT FOR RENEWAL: MAX LENGTH WITH ALL RENEWALS: \$235,000.00 FOUR YEARS Department Information VENDOR #: 10922 Stormwater Management VENDOR CONTACT PHONE: 630.545.9710 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.). The contract will include student and teacher workshops; water-based workshops; a sustainable design challenge for students; community events, presentations and programs; water quality flag and sustainability flag programs; a storm drain medallion program; e-learning; and resources for public use pertaining to water quality, stormwater management, recycling, renewable energy, composting, and waste reduction.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The professional education contract with SCARCE will help DuPage County meet the requirements of the Public Education & Outreach and Public Involvement/Participation Minimum Control Measures set forth by the EPA's National Pollutant Discharge Elimination System (NPDES) Permit No. ILR40 for discharges from Municipal Separate Storm Sewer Systems (MS4s). The contract will also help DuPage County achieve the goals of the

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.			
DECISION MEMO REQUIRED RENEWAL OF RFP	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. ACT INITIATIVE				
SOURCE SELECTION	Describe method used to select source. RFP #23-114-SWM				
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). 1) Approve the contract with SCARCE for the services outlined. 2) Hire additional staff members to complete the education and outreach provided by the Consultant.				

	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.

Send	l Purchase Order To:	Send Invoices To:				
Vendor: Vendor#: Dept: SCARCE 10922 Stormwater Managen		Dept: Stormwater Management	Division:			
Attn: Kay McKeen	Email: scrapkay@aol.com	Attn: Raul Galvan	Email: raul.galvan@dupagecounty.gov			
Address: 0n374 Papworth St.	City: Wheaton	Address: 421 N. County Farm Road	City: Wheaton			
State: IL	Zip: 60187	State:	Zip: 60187			
Phone: 630.545.9710	Fax:	Phone: Fax: 630.407.6706				
Se	end Payments To:	Ship to:				
Vendor: SCARCE	Vendor#: 10922	Dept: Stormwater Management	Division:			
Attn: Kay McKeen	Email: scrapkay@aol.com	Attn: Raul Galvan	Email: raul.galvan@dupagecounty.gov			
Address: 0n374 Papworth St.	City: Wheaton	Address: 421 N. County Farm Road	City: Wheaton			
State:	Zip: 60187	State:	Zip: 60187			
Phone: 630.545.9710	Fax:	Phone: 630.407.6706	Fax:			
 Shipping		Contract Dates				
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Contract End Date (PO25) Dec 1, 2025 Nov 30, 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		Water Quality Education	FY26	1600	3000	53090		85,000.00	85,000.00
2	1	EA		Environmental Education Services	FY26	1000	1103	53830		150,000.00	150,000.00
FY is required, assure the correct FY is selected. Requisition Total					\$ 235,000.00						

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: \checkmark W-9 \checkmark Vendor Ethics Disclosure Statement