



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#: 23-1604	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$60,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 05/02/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$60,000.00
	CURRENT TERM TOTAL COST: \$60,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Gasvoda & Associates, Inc.	VENDOR #: 10573	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Robert Livingston	VENDOR CONTACT PHONE: 708-891-4400	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: Sean.Reese@dupageco.org
VENDOR CONTACT EMAIL: rlivingston@gasvoda.com	VENDOR WEBSITE: http://www.gasvoda.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 contract with Gasvoda & Associates, Inc. for Teledyne ISCO wastewater sampling and flow monitoring equipment, parts and repairs from June 1, 2023 through May 31, 2027 in the amount of \$60,000.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Wastewater sampling and flow monitoring equipment is used at the Woodridge Greene Valley, Knollwood and Nordic Wastewater Treatment Facilities and throughout the County's collection system for testing and data collection as required by the County's permit with the EPA.			

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. SOLE AUTHORIZED DISTRIBUTOR WHERE THE MANUFACTURER HAS ESTABLISHED TERRITORIES
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. The Public Works Department standardized to Teledyne ISCO sampling and flow monitoring in 2010 due to engineering recommendations based on past performance, ease of operation, software compatibility, familiarity and the type and amount of data needed for evaluation within the wastewater treatment plants and collection system.
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. Back in 2010 the County used an engineering company's recommendation which has extensive knowledge of equipment available.
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. Per Teledyne ISCO, Gasvoda is the sole distributor in this area for these parts.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Gasvoda & Associates, Inc.	Vendor#: 10573	Dept: DuPage County Public Works	Division: Public Works
Attn: Robert Livingston	Email: rlivingston@gasvoda.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 1530 Huntington Drive	City: Calumet City	Address: 7900 S. Route 53	City: Woodridge
State: Illinois	Zip: 60409	State: Illinois	Zip: 60517
Phone: 708-891-4400	Fax: 708-891-5786	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 1, 2023	Contract End Date (PO25): May 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		Teledyne ISCO wastewater sampling and flow monitoring equipment, parts and repairs.	FY23	2000	2555	52250		15,000.00	15,000.00
2	1	EA			FY23	2000	2555	53370		5,000.00	5,000.00
3	1	EA			FY24	2000	2555	52250		13,000.00	13,000.00
4	1	EA			FY25	2000	2555	52250		12,000.00	12,000.00
5	1	EA			FY26	2000	2555	52250		10,000.00	10,000.00
6	1	EA			FY27	2000	2555	52250		5,000.00	5,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 60,000.00

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