



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: OTHER	INITIAL TERM TOTAL COST: \$559,697.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/03/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$559,697.00
	CURRENT TERM TOTAL COST: \$559,697.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: DuPage River Salt Creek Workgroup	VENDOR #: 12512	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Stephen McCracken	VENDOR CONTACT PHONE: 630.428.4500	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL:	VENDOR WEBSITE:	DEPT REQ #:	
<i>Overview</i>			
<p>DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). DuPage County Public Works and Stormwater desire to continue participating as an agency member of the DuPage River Salt Creek Workgroup. The total 2026-2030 membership dues for DuPage County are \$559,697 which will be cost shared between Stormwater Management and Public Works (\$165,164 to be paid by Stormwater Management and \$394,083 to be paid by Public Works). Public Works dues include a special condition fee for NPDES permits, per IEPA/EPA. Stormwater fees are to remain in compliance with the Regional NPDES Program as the DRSCW provides in stream water quality monitoring for the East and West Branch's of the DuPage River and Salt Creek which is beneficial for communities within that watershed as well as the County.</p> <p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The DuPage River Salt Creek Workgroup is a collective representative group of municipalities, sanitary districts, environmental groups, regulatory agencies and wastewater treatment plants that have worked on various water quality impact studies such as chlorine reduction, stream dissolved oxygen improvement feasibility studies and bio-assessment that are used by DuPage County to meet National Pollutant Discharge Elimination System requirements which are part of the County's Illinois EPA Permit No. ILR40 to discharge stormwater/wastewater.</p>			

SECTION 2: DECISION MEMO REQUIREMENTS

<p>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)</p>
<p>DECISION MEMO REQUIRED Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.</p>

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	Select an item from the following dropdown menu to justify why this is a sole source procurement. OTHER
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 DuPage River Salt Creek Workgroup has been involved with numerous water quality studies and reports for dissolved oxygen, total maximum daily loads, bio-assessment plan, and chloride reduction for the East and West Branches of the DuPage River and Salt Creek local watersheds.
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. As this is a large-scale joint public and private effort towards water quality efforts no other options exist.
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. This is not applicable as the various governmental agencies throughout DuPage County jointly contribute to these efforts with no other viable options available.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: DuPage River Salt Creek Workgroup	Vendor#: 12512	Dept: Public Works	Division: Public Works
Attn: Stephen McCracken	Email:	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 10S404 Knoch Knolls Road	City: Naperville	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60565	State: IL	Zip: 60517
Phone:	Fax:	Phone: 630-985-7400	Fax:
<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): June 1, 2026	Contract End Date (PO25): May 31, 2030

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		DuPage River Salt Creek Workgroup membership dues	FY26	2000	2665	53600		94,197.00	94,197.00
2	1	EA		DuPage River Salt Creek Workgroup membership dues	FY26	1600	3000	53600		39,586.00	39,586.00
3	1	EA		DuPage River Salt Creek Workgroup membership dues	FY27	2000	2665	53600		97,022.00	97,022.00
4	1	EA		DuPage River Salt Creek Workgroup membership dues	FY27	1600	3000	53600		40,774.00	40,774.00
5	1	EA		DuPage River Salt Creek Workgroup membership dues	FY28	2000	2665	53600		99,933.00	99,933.00
6	1	EA		DuPage River Salt Creek Workgroup membership dues	FY28	1600	3000	53600		41,997.00	41,997.00
7	1	EA		DuPage River Salt Creek Workgroup membership dues	FY29	2000	2665	53600		102,931.00	102,931.00
8	1	EA		DuPage River Salt Creek Workgroup membership dues	FY29	1600	3000	53600		43,257.00	43,257.00
										Requisition Total	\$ 559,697.00

FY is required, ensure the correct FY is selected.

<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.