



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID #	RFP, BID, QUOTE OR RENEWAL #: #22-191	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$18,869,424.90
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/04/2024	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$18,869,424.90
	CURRENT TERM TOTAL COST: \$18,869,424.90	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Joseph J. Henderson & Son Inc.	VENDOR #: 15050	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: David Henderson	VENDOR CONTACT PHONE: 847-244-3222	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL:	VENDOR WEBSITE: www.jjhenderson.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.). Rehabilitation of the Woodridge Greene Valley Wastewater Treatment Plant headworks and grit removal process per lowest bidder on bid # 22-191-PW in the amount of \$18,869,424.90.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Rehabilitation of the headworks and grit removal process is necessary to increase efficiency and decrease wear on downstream equipment. This construction will completely renovate the bar screen building and install new, more energy efficient bar screens and overhaul the grit removal process, providing longevity to the plant and its operations.			

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. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
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.	
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.

SECTION 5: Purchase Requisition Information			
<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Joseph J. Henderson & Sons Inc.	Vendor#: 15050	Dept: Public Works	Division: Public Works
Attn: David Henderson	Email:	Attn: Magda	Email: pwaccountspayable@dupagecount y.gov
Address: 4288 Old Grand Avenue	City: Gurnee	Address: 7900 S. Rt 53	City: Woodridge
State: IL	Zip: 60031	State: IL	Zip: 60517
Phone: 847-244-3222	Fax: 847-244-2490	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 11, 2024	Contract End Date (PO25): Nov 30, 2026
Contract Administrator (PO25): Drew Cormican/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		Rehabilitation of the Woodridge Greene Valley Wastewater Treatment Plant headworks and grit removal process per lowest bidder on bid #22-191-PW	FY24	2000	2555	54030		5,000,000.00	5,000,000.00
2	1	EA		Rehabilitation of the Woodridge Greene Valley Wastewater Treatment Plant headworks and grit removal process per lowest bidder on bid #22-191-PW	FY25	2000	2555	54030		10,000,000.00	10,000,000.00
3	1	EA		Rehabilitation of the Woodridge Greene Valley Wastewater Treatment Plant headworks and grit removal process per lowest bidder on bid #22-191-PW	FY26	2000	2555	54030		3,319,830.00	3,319,830.00
4	1	EA		Project Contingency of 3%	FY24	2000	2555	54030		549,594.90	549,594.90
FY is required, assure the correct FY is selected.										Requisition Total	\$ 18,869,424.90

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