



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: \$72,468.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 02/17/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$72,468.00
	CURRENT TERM TOTAL COST: \$72,468.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: RJN Group, Inc	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Tom Romza	VENDOR CONTACT PHONE: 224-587-7366	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: tom.romza@rjnmail.com	VENDOR WEBSITE:	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.). Recommendation for the approval of an agreement between the Department of Public Works and RJN Group, Inc., for AVA Powered by DRI Inspections, an inspection technology used to identify the wall thickness in pipelines that are in hard to inspect locations, such as the Woodridge Greene Valley Wastewater Treatment plant due to the variety of piping and construction, as well as a section of road that crosses under Rt 83.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Inspection of water main piping in these locations are crucial to understand the condition of the pipe. The water main piping was installed in the late 1970's and early 1980's, and no inspection has been completed on the pipes condition in nearly 50 years. To limit the amount of water main breaks in these hard to inspect locations, the Advanced VibroAcoustic Analysis (AVA) Powered by dynamic Response Imaging™ (DRI) was selected to review and identify the condition of the water main pipe, as the only representative in the area with this technology.			

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

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 PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE
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. AVA powered by DRI™ uses nonlinear vibroacoustic technology to assess pipeline condition using external access points such as hydrants, control valves or temporary potholes (installed via hydro excavation). DRI leverages proprietary (Patent Pending No. 6352939), non-invasive condition assessment method developed by KenWave that uses vibroacoustic technology to evaluate the stiffness and structural integrity of pressure pipes. Unlike traditional inline inspection technologies, DRI operates with the pipeline in service, requires only external access points spaced hundreds of feet apart, and delivers high-resolution data capable of identifying localized structural weaknesses.
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. Due to the strategic partnership between Kenwave and RJN Group, no other organizations have access to this technology. A sole source letter was requested and supplied, signed by both Kenwave Solutions and RJN Group.
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. Kenwave has entered into a strategic partnership with RJN Group, Inc., whereby RJN utilizes DRI technology to deliver its AVA pipeline assessment service. Under this agreement, RJN is responsible for marketing and selling the service, performing all fieldwork using DRI equipment managed by RJN, and providing final reporting deliverables. This is the only partnership of its kind that Kenwave has established in the United States.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: RJN Group, Inc	Vendor#:	Dept: Public Works	Division: Public Works
Attn: Tom Romza	Email: tom.romza@rjnmail.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 2655 Warrenville Road, Suite 225	City: Downers Grove	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60515	State: IL	Zip: 60517
Phone: 224-587-7366	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): Feb 24, 2026	Contract End Date (PO25): 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 main inspection	FY26	2000	2640	53300		72,468.00	72,468.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 72,468.00

<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.