



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: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$60,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 05/16/2023	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: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: RapidView, LLC	VENDOR #: 24935	DEPT: Public Works	DEPT CONTACT NAME: Dwane Kozak
VENDOR CONTACT: Jeff Paulik	VENDOR CONTACT PHONE: 574-224-5439	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: dwanekozak@dupageco.org
VENDOR CONTACT EMAIL: japaulik@rapidview.com	VENDOR WEBSITE: www.rapidview.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.). Contract for parts and labor to repair IBAK sewer televising camera used by the Public Works Underground Department for a four year period from May 23, 2023 through May 31, 2027.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The DuPage County Public Works Underground Department performs in-house inspections and reports on all County owned sanitary & storm sewer systems. This equipment is critical in identifying problems and preventing potential issues such as leaks, cracks and blockages within the system.			

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

<b>JUSTIFICATION</b>	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
<b>NECESSITY AND UNIQUE FEATURES</b>	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 IBAK televising equipment is used by the Public Works Underground Department to perform inspections on all County owned sanitary and storm sewer systems. RapidView, LLC. is the sole supplier of the IBAK camera system parts. The system has wearable parts that require replacement and service.
<b>MARKET TESTING</b>	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 fact that this vendor is the sole supplier in the area, the market has not been tested.
<b>AVAILABILITY</b>	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.  Staff has been unable to identify other sources to provide this product since RapidView is the sole supplier in the area.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: RapidView, LLC.	Vendor#: 24935	Dept: DuPage County Public Works	Division: Public Works
Attn: Jeff Paulik	Email: japulik@rapidview.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 1828 W. Olson Road	City: Rochester	Address: 7900 S. Route 53	City: Woodridge
State: Indiana	Zip: 46975	State: Illinois	Zip: 60517
Phone: 574-224-5427	Fax:	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:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 23, 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		Parts and labor to repair IBAK sewer televising camera for a four (4) year period from 5/23/23 through 5/31/27.	FY23	2000	2665	52250		4,000.00	4,000.00
2	1	EA			FY23	2000	2665	53370		8,000.00	8,000.00
3	1	EA			FY24	2000	2665	52250		5,000.00	5,000.00
4	1	EA			FY24	2000	2665	53370		10,000.00	10,000.00
5	1	EA			FY25	2000	2665	52250		5,000.00	5,000.00
6	1	EA			FY25	2000	2665	53370		10,000.00	10,000.00
7	1	EA			FY26	2000	2665	52250		5,000.00	5,000.00
8	1	EA			FY26	2000	2665	53370		10,000.00	10,000.00
9	1	EA			FY27	2000	2665	52250		1,000.00	1,000.00
10	1	EA			FY27	2000	2665	53370		2,000.00	2,000.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 60,000.00

<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.

The following documents have been attached:     W-9     Vendor Ethics Disclosure Statement