



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 #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$26,028.60
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 07/11/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$26,028.60	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
Vendor Information		Department Information	
VENDOR: Xylem Water Solutions USA	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Chris Tuinstra	VENDOR CONTACT PHONE: 708-342-0484	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: Sean.Reese@dupageco.org
VENDOR CONTACT EMAIL: christopher.tuinstra@xylem.com	VENDOR WEBSITE: www.xylem.com	DEPT REQ #:	
<b>Overview</b>			
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 purchase of two (2) Flygt pumps in the amount of \$26,028.60 to be used at the Emerald Ridge Lift Station lift stations in order to move wastewater from lower to higher elevation.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The current pumps at the Emerald Ridge Lift Station are over 20 years old and in need of replacement at this time. Flygt pumps are currently being used in other County lift stations. Having Flygt pumps in all of our lift stations helps maintain consistency and stocked parts for repairs and regular maintenance of the lift station pumps.			

### 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>	<p>Select an item from the following dropdown menu to justify why this is a sole source procurement.</p> <p>SOLE PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE</p>
<b>NECESSITY AND UNIQUE FEATURES</b>	<p>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.</p> <p>Public Works currently has standardized Flygt pumps in other County owned lift stations. These pumps are interchangeable with other lift stations and have parts readily available. Other pumps are not easily interchangeable with the mating flange, rail system, or pump capacity.</p>
<b>MARKET TESTING</b>	<p>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.</p> <p>Staff verified Xylem is currently the only manufacturers representative for this area.</p>
<b>AVAILABILITY</b>	<p>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.</p> <p>Staff continually considers various manufacturers. Flygt pumps continue to best fit the need of the Emerald Ridge Lift Stations design and operation.</p>

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Xylem Water Solutions USA	Vendor#:	Dept: DuPage County Public Works	Division: Public Works
Attn: Chris Tuinstra	Email: christopher.tuinstra@xylem.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 9661 194th Street	City: Mokena	Address: 7900 S. Route 53	City: Woodridge
State: Illinois	Zip: 60448	State: Illinois	Zip: 60517
Phone: 708-342-0484	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:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 18, 2023	Contract End Date (PO25): Jul 17, 2024
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		Two (2) Flygt pumps to be used at the Emerald Ridge Lift Station.	FY23	2000	2555	54070		26,028.60	26,028.60
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 26,028.60

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