



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: \$170,400.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 10/01/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$170,400.00
	CURRENT TERM TOTAL COST: \$170,400.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Strand Associates, Inc.	VENDOR #: 19721	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Joesph Bunker	VENDOR CONTACT PHONE: 815-744-4200	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: joseph.bunker@strand.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.). Design Services and Bidding Documentation Consultation will be provided by Strand Associates, Inc. for a contract total not to exceed \$170,400 for Direct Replacement of Existing Hot Water Boilers and a Biogas Reuse Evaluation at the Woodridge Greene Valley Wastewater Treatment Plant.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The existing hot water boiler have reached the end of their service life. The scope of the project includes replacement of the existing boilers with new boilers of the same capacity. The quantity of new boilers will be reviewed with the project team. The project will include mechanical, electrical, and structural disciplines. The project includes design and bidding-related services.			

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.
DECISION MEMO REQUIRED	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
PROFESSIONAL SERVICES EXCLUDED PER DUPAGE ORDINANCE (SECTION 2-353) AND 50 ILCS 510/2 (ARCHITECTS, ENGINEERS & LAND SURVEYORS)	

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. CUSTOMER SERVICE
SOURCE SELECTION	Describe method used to select source. A request for a statement of interest from qualified firms was posted. We received 4 SOI's and completed a consultant evaluation to rank the firms. After review it was determined that Strand Associates, Inc. was the top firm based on their experience with the services needed.
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). 1) Contract approval with Strand Associates, Inc. This is the recommended option. 2) Contract with an alternative firm. Not recommended due to staffs review and experience of Strand Associates, Inc. 3) Do not award a contract. Not recommended due to the need for upgrading and modernization for the current boilers to continue decreasing electrical usage and increasing efficiency throughout the Woodridge Greene Valley Plant.

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: Strand Associates, Inc.	Vendor#: 19721	Dept: Public Works	Division: Public Works
Attn: Joseph Bunker	Email: joseph.bunker@strand.com	Attn: Sean Reese	Email: sean.reese@dupagecounty.gov
Address: 910 W. Wingra Drive	City: Madison	Address: 7900 S. Rt 53	City: Woodridge
State: WI	Zip: 53715	State: IL	Zip: 60517
Phone: 815-744-4200	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#: Same as Above	Dept: Same as Above	Division: Same as Above
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): 10/08/2024	Contract End Date (PO25): Nov 30, 2025
Contract Administrator (PO25): Drew Cormican			

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		Design and Bidding Documentation Services for WGV Boiler Project	FY24	2000	2555	54010		5,000.00	5,000.00
2	1	EA		Design and Bidding Documentation Services for WGV Boiler Project	FY25	2000	2555	54010		165,400.00	165,400.00
										Requisition Total	\$ 170,400.00

FY is required, assure 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.

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