



Procurement Review Comprehensive Checklist

Procurement Services Division

This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-0717	RFP, BID, QUOTE OR RENEWAL #: SoleSource	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$30,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/01/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$30,000.00
	CURRENT TERM TOTAL COST: \$30,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Metropolitan Industries, Inc.	VENDOR #: 11012	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Brad Overton	VENDOR CONTACT PHONE: 815-886-9200	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: boverton@metroploitanind.com	VENDOR WEBSITE:	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.). Recommendation for the approval of a contract to Metropolitan Industries, Inc., to provide pump repairs, replacement pump parts, and replacement Metropolitan Pumps, as needed, for the County campus, for Facilities Management, for the period April 15, 2025 through April 14, 2026, for a total contract amount not to exceed \$30,000.00; per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids – (sole provider of items compatible with existing equipment)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished There are approximately twenty-four (24) Metropolitan discharge pumps in service on the campus used to carry ground water from the facilities, which routinely require repair, replacement parts and replacement.			

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. PER 55 ILCS 5/5-1022 'COMPETITIVE BIDS' (C) NOT SUITABLE FOR COMPETITIVE BIDDING
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	<p>Select an item from the following dropdown menu to justify why this is a sole source procurement.</p> <p>SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE</p>
NECESSITY AND UNIQUE FEATURES	<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>Metropolitan Industries, Inc. to provide pump repairs, replacement pump parts, and replacement Metropolitan pumps, as needed, for the county campus. Other pumps will not mount to our existing hangers and mounts. With some pumps 15' to 30' below ground it's not practical to replace flanges to accept other manufactured pumps. Labor cost and time to replace make this prohibitive. Weil and Barnes pumps are also used on the campus but will not mount to the existing hangers and mounts where Metropolitan pumps are currently being used.</p>
MARKET TESTING	<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>Metropolitan Industries, Inc. is the only company in the Midwest that designs and builds the entire unit, consisting of the control unit, pump, pit, flotation system & cover, all necessary for our applications. They provide OEM parts and service technicians for the existing Metropolitan pumps servicing the county campus facilities.</p>
AVAILABILITY	<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>

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Metropolitan Industries, Inc.	Vendor#: 11012	Dept: Facilities Management	Division:
Attn: Brad Overton	Email: boverton@metropolitanind.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 37 Forestwood Drive	City: Romeoville	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60446-1343	State: IL	Zip: 60187
Phone: 815-886-9200	Fax: 815-886-4573	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Metropolitan Industries, Inc.	Vendor#: 11012	Dept: Facilities Management	Division:
Attn:	Email:	Attn:	Email:
Address: 37 Forestwood Drive	City: Romeoville	Address: various locations	City: Wheaton
State: IL	Zip: 60446-1343	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 15, 2025	Contract End Date (PO25): Apr 14, 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	LO		FURN/MACH/EQUIP SMALL VALUE	FY25	1000	1100	52000		1,000.00	1,000.00
2	1	LO		AUTO/MACH/EQUIP PARTS	FY25	1000	1100	52250		5,000.00	5,000.00
3	1	LO		REPAIR & MTCE OTHER EQUIPMENT	FY25	1000	1100	53370		1,000.00	1,000.00
4	1	LO		FURN/MACH/EQUIP SMALL VALUE	FY26	1000	1100	52000		17,000.00	17,000.00
5	1	LO		AUTO/MACH/EQUIP PARTS	FY26	1000	1100	52250		5,000.00	5,000.00
6	1	LO		REPAIR & MTCE OTHER EQUIPMENT	FY26	1000	1100	53370		1,000.00	1,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 30,000.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Provide pump repairs, replacement pump parts, and Metropolitan Pumps as needed for County campus.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Sole Source Public Works Committee: 04/01/25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.