



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 23-1861	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$17,744.06
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/06/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$17,744.06
	CURRENT TERM TOTAL COST: \$17,744.06	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: JWC Environmental Inc.	VENDOR #: 22388	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Jared Reynolds	VENDOR CONTACT PHONE: 949-833-3888	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupageco.org
VENDOR CONTACT EMAIL: JaredR@jwce.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 JWC Environmental, to furnish and deliver one (1) Muffin Monster Grinder, for Facilities Management, for the period June 7, 2023 through November 30, 2023, for a total contract amount of \$17,744.06; per 55 ILCS 5/5-1022 "Competitive Bids" (c) not suitable for competitive bids – Sole Source			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Existing in-line grinder on Jail "A" side is worn with multiple cracks in the casing and cutting blades are beyond their lifespan. Replacement is needed to prevent clogging of pumps and costly pumping expenses.			

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	
JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
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. JWC Environmental Inc. is the inventor and owner of the Muffin Monster. They hold numerous patents and trademarks on this product. JWC Environmental is the sole manufacture of this product and the exclusive source for parts and equipment.
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. No. One of five components of this unit was replaced 8 years ago and was a sole source at that time. Unit is coming directly from the manufacture.
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. Item comes directly from the manufacture. The only way to use another manufacture is replace entire grinder and all connections/piping. The cost to replace entire system from another manufacture would be astronomical and does not make sense.

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		Send Invoices To:	
Vendor: JWC Environmental Inc.	Vendor#: 22388	Dept: Facilities Management	Division:
Attn: Jared Reynolds	Email: JaredR@jwce.com	Attn:	Email: FMAccountsPayable@dupageco.org
Address: 2850 S Red Hill Avenue, Suite 125	City: Santa Ana	Address: 421 N. County Farm Road	City: Wheaton
State: CA	Zip: 92705	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
Send Payments To:		Ship to:	
Vendor: JWC Environmental Inc.	Vendor#: 22388	Dept: Facilities management	Division:
Attn:	Email:	Attn: Kirk Konieczka	Email: kirk.konieczka@dupageco.org
Address: 2600 S Garnsey Street	City: Santa Ana	Address:	City: Wheaton
State: CA	Zip: 92707	State: IL	Zip: 60187
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 7, 2023	Contract End Date (PO25): Nov 30, 2023
Contract Administrator (PO25): Mary Ventrella			

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		Equipment	FY23	1000	1100	54110		17,744.06	17,744.06
FY is required, assure the correct FY is selected.										Requisition Total	\$ 17,744.06

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver one (1) Muffin Monster Grinder, for Facilities Management,
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. Public Works Committee: 06/06/23 Job #23-02129
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