



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#: <b>23-3463</b>	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$116,973.60
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 11/07/2023	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$116,973.60
	CURRENT TERM TOTAL COST: \$116,973.60	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Gehrke Technology Group, Inc.	VENDOR #: 39397	DEPT: Facilities Management	DEPT CONTACT NAME: Tim Harbaugh
VENDOR CONTACT: Greg Gehrke	VENDOR CONTACT PHONE: 847-487-9110	DEPT CONTACT PHONE #: 630-407-5700	DEPT CONTACT EMAIL: tim.harbaugh@dupagecounty.gov
VENDOR CONTACT EMAIL: ggehrke@gehrketech.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.). Recommendation for the approval of an Agreement between the County of DuPage, Illinois and Gehrke Technology Group, Inc., for professional water treatment consulting and management services, for Facilities Management, for the four-year period December 1, 2023 through November 30, 2027, for a contract total amount not to exceed \$116,973.60, Other Professional Service not subject to competitive bidding per 55 ILCS 5/5-1022(a). Vendor selected pursuant to DuPage County Code Section 2-353(1) (b).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished A contract service agreement is necessary for weekly on-site testing of the campus cooling towers, boilers, closed loop systems, and high temperature hot water systems, along with laboratory services to verify the water samples collected to determine the level of treatment needed in the water, the minerals in the water, and traces of metal in the system which could indicate corrosion. Water treatment consulting and regular laboratory analysis services ensures an effective, economical, and up to date approach to water treatment, as industry advancements become available.			

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.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

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. QUALITY OF LIFE
SOURCE SELECTION	Describe method used to select source. This contract has been vetted and approved through the Qualified Based Selection (QBS) process.
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. Staff recommends that a contract be awarded to Gehrke Technology Group, Inc. Gehrke Technology Group, Inc. possesses qualified and knowledgeable staff experienced in providing water treatment consulting and is familiar with thermal energy systems, the County's hydronic systems and the domestic water systems throughout the campus facilities. 2. Select another consultant to perform the water treatment consulting services. We do not recommend this as staff has not found another consultant with the experience of Gehrke Technology Group, Inc. 3. Perform the chemical treatment solely in house. We do not recommend this as the formulation of the chemicals is beyond our internal capabilities and it requires a chemist and highly technical laboratory equipment that we do not possess.

## 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.
<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.
<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.
<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.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Gehrke Technology Group, Inc.	Vendor#: 39397	Dept: Facilities Management	Division:
Attn: Greg Gehrke	Email: ggehrke@gehrketech.com	Attn:	Email: FMAccountsPayable@dupagecount y.gov
Address: 1050 N. Rand Rd.	City: Wauconda	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60084	State: IL	Zip: 60187
Phone: 847-487-9110	Fax: 847-487-9026	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Gehrke Technology Group, Inc.	Vendor#: 39397	Dept: Facilities Management	Division: Power Plant
Attn:	Email:	Attn: Gavin Carroll	Email: gavin.carroll@dupagecounty.gov
Address: 1050 N. Rand Rd.	City: Wauconda	Address: 410 N. County Farm Rd.	City: Wheaton
State: IL	Zip: 60084	State: IL	Zip: 60187
Phone: 847-487-9110	Fax:	Phone: 630-407-5700	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 2023	Contract End Date (PO25): Nov 30, 2027
Contract Administrator (PO25): Cathie Figlewski			

**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		Professional Water Treatment Services	FY24	1000	1100	53090		27,960.00	27,960.00
2	1	LO		Professional Water Treatment Services	FY25	1000	1100	53090		28,798.80	28,798.80
3	1	LO		Professional Water Treatment Services	FY26	1000	1100	53090		29,662.80	29,662.80
4	1	LO		Professional Water Treatment Services	FY27	1000	1100	53090		30,552.00	30,552.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 116,973.60

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Professional Water Treatment Consulting & Management Services
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Cathie Figlewski, Clara Gomez, & Katie Boffa
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. PW: 11/7/23 CB: 11/14/23
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