



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

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-0624	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$18,932.25
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/18/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$18,932.25
	CURRENT TERM TOTAL COST: \$18,932.25	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Kaplan Liquid Solutions	VENDOR #: 29479	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: John Kolkman	VENDOR CONTACT PHONE: 630-538-9933	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: jkolkman@kaplanliquidsolutions.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 Kaplan Liquid Solution, to furnish and deliver one (1) Camion Liquid De-icing application equipment for Facilities Management-Grounds, for the period through November 30, 2025, for a contract total amount not to exceed \$18,932.25. Contract let pursuant to the Intergovernmental Cooperation Act- Sourcwell cooperative contract #031423-EDP.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This specific sprayer will be used for 2 main purposes: 1) Pre-treat parking lots and staircases with salt brine to decrease granular salt usage 2) Help facilitate faster melting of snow/ice when granular salt alone isn't activated because of lack of moisture/humidity. In summer months, it will be used in the parking garages to add water to clean decks and decrease dust while sweeping.			

### 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.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

### SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Kaplan Liquid Solutions provides Sourcwell joint purchasing agreement pricing for Camion salt and brine equipment per contract #031423-EDP. Authorized Camion Distributor for Illinois.
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 securing a contract with Kaplan Liquid Solutions to furnish and deliver specified equipment. 2. Other vendor solicitation request would not agree to County terms and conditions. 3. Other option is to go out for bid, which does not guarantee prices will be lower.

## 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: Kaplan Liquid Solutions	Vendor#: 29479	Dept: Facilities Management	Division:
Attn: John Kolkman	Email: jkolkman@kaplanliquidsolutions.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 34523 N. Wilson Road	City: Ingelside	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60041	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Kaplan Liquid Solutions	Vendor#: 29479	Dept: Facilities Management - Grounds	Division:
Attn:	Email:	Attn: Connor Michalek	Email: connor.michalek@dupagecounty.gov
Address: 34523 N. Wilson Road	City: Ingelside	Address: 170 N. County Farm Road	City: Wheaton
State: IL	Zip: 60041	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-432-1502	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): through	Contract End Date (PO25): Nov 30, 2025

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		FURN/MACH/EQUIP SMALL VALUE	FY25	1000	1102	52000		18,932.25	18,932.25
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 18,932.25

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver one (1) Camion Liquid De-icing application equipment for Facilities Management-Grounds.
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. Job #25-00900
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.