



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: \$29,995.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 11/07/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$29,995.00
	CURRENT TERM TOTAL COST: \$29,995.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Metro Tank and Pipe Company	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Warren Cherner	VENDOR CONTACT PHONE: 847-465-4000	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: Sean.Reese@dupagecounty.gov
VENDOR CONTACT EMAIL: info@metrotank.com	VENDOR WEBSITE: www.metrotank.com	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.). This project is to remove and retrofit the Public Works fuel station pump and dispenser at the Woodridge Greene Valley Wastewater Treatment Facility for a total contract cost of \$29,995.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This project will replace the existing suction lift pump with a submersible pump system. The existing pump is a suction lift pump that has failed. The dispenser will also be retrofitted to accommodate the upgraded submersible system. This fueling station is critical to supplying fuel to multiple municipal agencies in the southern portion of the County including Public Works, Stromwater, DuDOT, DPC Sheriff, and Lisle Woodridge Fire.			

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. Metro Tank is the original supplier of the pump and dispenser system. They have specific knowledge and expertise to make the upgrades and repairs to the existing system immediately. Currently the system can not dispense fuel. Multiple agencies depend on this station to fuel emergency fleets such as Police, Fire, DuDOT, and Public Works. There are limited options for fueling in the southern portion of the county, so getting the station operational and reliable is critical.
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. We have budgeted pricing for submersible pumps at the time of construction. The cost estimate Metro provided is consistent with that pricing.
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. Metro Tank is a supplier of Gasboy pumps and has many of the equipment needed immediately available. The Gasboy dispenser and pump is compatible with our existing system.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Metro Tank and Pipe Company	Vendor#:	Dept: DuPage County Public Works	Division: Public Works
Attn: Warren Cherner	Email:	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 111 West Dundee Road	City: Wheeling	Address: 7900 S. Route 53	City: Woodridge
State: Illinois	Zip: 60090	State: Illinois	Zip: 60517
Phone: 847-465-4000	Fax:	Phone: 630-985-7400	Fax: 630-985-4802
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: SAME AS ABOVE	Vendor#:	Dept: SAME AS ABOVE	Division:
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): Nov 7, 2023	Contract End Date (PO25): Nov 30, 2024
Contract Administrator (PO25): Amy Arlowe/Sandra Martinez			

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		Remove and retrofit the Public Works fuel station pump and dispenser at the Woodridge Greene Valley Wastewater Treatment Facility for a total contract cost of \$29,995.	FY23	2000	2555	54030		29,995.00	29,995.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 29,995.00

<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