



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: \$130,364.29
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 04/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$130,364.29
	CURRENT TERM TOTAL COST: \$130,364.29	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Lower Des Plaines Wastershed Group	VENDOR #: 37627	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Nancy Cinatl	VENDOR CONTACT PHONE: 630-427-3548	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: Ncinatl@theconservationfoundatio n.org	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.). DuPage County Public Works desires to continue participating as an agency member of the Lower Des Plaines Watershed Group. The total estimated 2026 - 2030 membership dues for DuPage County Public Works in the Lower Des Plaines Watershed Group is \$130,364.29. The Public Works IEPA/ NPDES permit IL0065188 special condition 22 requires membership in an approved watershed group.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Lower Des Plaines Watershed Group is a collective representative group of municipalities, sanitary districts, environmental groups, regulatory agencies and wastewater treatment plants that have worked on various water quality impact studies such as chlorine reduction, stream dissolved oxygen improvement feasibility studies, bio-assessment, & nutrient implementation plans. DuPage County requires certain reports provided by the group to meet National Pollutant Discharge Elimination System (NPDES) requirements for our Knollwood treatment plant. Also, special condition 22 of our NPDES permit requires membership in an approved watershed group or the agency must self perform the work.			

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. IGA (INTERGOVERNMENTAL AGREEMENT)
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	Select an item from the following dropdown menu to justify why this is a sole source procurement. OTHER
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. The Lower Des Plaines Watershed Group has experience in water quality studies and reports for dissolved oxygen, total maximum daily loads, bio-assessment plan and chloride reduction. DuPage is required by NPDES permit to submit a nutrient assesment reduction plan (NARP), data for the plan and the plan itself will be submitted by the LDPWG as a group.
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. As this is a large-scale joint public and private effort towards water quality efforts no other options exist. Staff has evaluated the cost to self perform some of the required sampling and reporting requirements in the NPDES permit. It is more cost effective to perform these task in partnership with the group.
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. This is not applicable as the various governmental agencies throughout DuPage County jointly contribute to these efforts with no other viable options available.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Lower Des Plaines Watershed Group	Vendor#: 37627	Dept: Public Works	Division: Public Works
Attn: Nancy Cinatl	Email: Ncinatl@theconservationfoundation.org	Attn: Magda Leonida-Padilla	Email: pwaccounts payable@dupagecount y.gov
Address: 105404 Knoch Knolls Road	City: Naperville	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60565	State: IL	Zip: 60517
Phone:	Fax:	Phone: 630-985-7400	Fax:
<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): June 1, 2026	Contract End Date (PO25): May 31, 2030

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		DuPage River Salt Creek Workgroup membership dues	FY26	2000	2665	53600		31,160.59	31,160.59
2	1	EA		DuPage River Salt Creek Workgroup membership dues	FY27	2000	2665	53600		32,095.41	32,095.41
3	1	EA		DuPage River Salt Creek Workgroup membership dues	FY28	2000	2665	53600		33,058.27	33,058.27
4	1	EA		DuPage River Salt Creek Workgroup membership dues	FY29	2000	2665	53600		34,050.02	34,050.02
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 130,364.29

<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.