

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#: SM-P-0023-25	RFP, BID, QUOTE OR RENEWAL #: 25-115-SWM	INITIAL TERM WITH RENEWALS: INITIAL TERM TOTAL COST: \$181,889.00			
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 11/04/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$647,292.00		
	CURRENT TERM TOTAL COST: \$181,889.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM		
Vendor Information		Department Information			
VENDOR: Water Well Solutions	VENDOR #: 12848	DEPT: Stormwater Management	DEPT CONTACT NAME: Jamie Lock		
VENDOR CONTACT: Todd Kerry	VENDOR CONTACT PHONE: 630-201-0749	DEPT CONTACT PHONE #: 630-407-6705	DEPT CONTACT EMAIL: jamie.lock@dupagecounty.gov		
VENDOR CONTACT EMAIL: todd.kerry@wwssg.com	VENDOR WEBSITE:	DEPT REQ #: 1600-2523			

## 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.). \$181,889 - The Wood Dale Itasca Reservoir is a flood control facility that contains 3 groundwater wells that periodically need to be inspected and cleaned. The wells also contain existing pumps that need to be pulled, inspected and repaired if necessary. A low bid contractor has been selected to perform this work.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Bid #25-115-SWM

	SECTION 2: DECISION MEMO REQUIREMENTS
DECISION MEMO NOT REQUIRED LOWEST RESPONSIBLE QUOTE/BID	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.  • (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
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.
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.
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.
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.

	SECTION 5: Purcha	se Requisition Informat	ion			
Send	l Purchase Order To:	Send Invoices To:				
Vendor: Water Well Solutions	Verlagin.					
Attn: Todd Kerry	Email: todd.kerry@wwssg.com	Attn: Jamie Lock	Email: jamie.lock@dupagecounty.gov			
Address: 825 E. North St	City: Elburn	Address: 421 N. County Farm Road	City: Wheaton			
State: IL	Zip: 60119	State:	Zip: 60187			
Phone: 630-201-0749	Fax:	Phone: 630-407-6705	Fax:			
Send Payments To:		Ship to:				
Vendor: same	Vendor#:	Dept: same	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): Contract End Date (PO25): Nov 30, 2026				

Purchase Requisition Line Details											
LN	Qty	UOM	ltem Detai <b>l</b> (Product #)	Description	FY	Company	AU	Acct Code	Sub-Accts/ Activity Code	Unit Price	Extension
1	1	EA		On Call Crane Services per lowest responsible bidder (Bid 22-069-SWM)	FY26	1600	3000	53090		181,889.00	181,889.00
FY is required, ensure the correct FY is selected.  Requisition Total					\$ 181,889.00						

Comments				
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.			