



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#: 26-1603	RFP, BID, QUOTE OR RENEWAL #: 26-044-PW	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$196,598.92
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/02/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$196,598.92
	CURRENT TERM TOTAL COST: \$196,598.92	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Flow-Technics, Inc.	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Mark Thomas
VENDOR CONTACT: Michael Carney	VENDOR CONTACT PHONE: 815-277-2600	DEPT CONTACT PHONE #: 630-407-8280	DEPT CONTACT EMAIL: Mark.Thomas@dupagecounty.gov
VENDOR CONTACT EMAIL: mcarney@flowtechnics.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 a contract to Flow-Technics, Inc., to provide submersible pumps and accessories for the JOF Stormwater and Sanitary Lift Stations, for Facilities Management, for the period of June 9, 2026 through November 30, 2027, for a contract total amount not to exceed \$196,598.92, per lowest responsible bid 26-044-PW.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Due to both the sanitary and storm water lift stations exceeding their expected service life and exhibiting significant pump damage and/or failure, it is recommended that the County move forward with a contract with Flow Technics, Inc. for the replacement of pumps, chains, and guide rail systems. Replacing these critical components will help ensure the continued reliable operation of the lift stations, reduce the risk of system failure and service interruptions, and minimize the potential for emergency repair costs and operational disruptions.			

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. LOWEST RESPONSIBLE QUOTE/BID (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: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Flow-Technics, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Michael Carney	Email: mcarney@flowtechnics.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 181 Ontario Street	City: Frankfort	Address:	City: Wheaton
State: IL	Zip: 60423	State: IL	Zip: 60187
Phone: 815-277-2600	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Flow-Technics, Inc.	Vendor#:	Dept: Facilities Management	Division:
Attn: Kristen Strunk	Email: kstrunk@flowtechnics.com	Attn: Mark Thomas	Email: Mark.Thomas@dupagecounty.gov
Address: 181 Ontario Street	City: Frankfort	Address: 421 N. County Farm Rd	City: Wheaton
State: IL	Zip: 60423	State: IL	Zip: 60187
Phone: 815-277-2600	Fax:	Phone: 630-407-8280	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jun 9, 2026	Contract End Date (PO25): Nov 30, 2027

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		Stormwater Lift Station	FY26	6000	1220	54060	2503033	158,386.29	158,386.29
2	1	LO		Contingency - Stormwater	FY26	6000	1220	54060	2503033	15,838.63	15,838.63
3	1	LO		Sanitary Lift Station	FY26	6000	1220	54070	2601433	20,340.00	20,340.00
4	1	LO		Contingency - Sanitary	FY26	6000	1220	54070	2601433	2,034.00	2,034.00
										Requisition Total	\$ 196,598.92

FY is required, ensure the correct FY is selected.

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Provide replacement of pumps, chains, and guide rail systems for JOF stormwater and sanitary lift stations.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Cathie Figlewski, Brian Rovik, Clara Gomez and Drew Cormican.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Discharged from 6/2/26 Public Works Committee. Finance Committee & County Board: 6/9
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.