



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#: 25-0190	RFP, BID, QUOTE OR RENEWAL #: Sourcewell #031423-EDP	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$22,676.50
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 01/21/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$22,676.50
	CURRENT TERM TOTAL COST: \$22,676.50	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Kaplan Liquid Solutions	VENDOR #:	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: John Kolkman	VENDOR CONTACT PHONE: 630-538-9933	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupagecounty.gov
VENDOR CONTACT EMAIL: jkolkman@kaplanliquidsolutions.com	VENDOR WEBSITE:	DEPT REQ #: 25-1500-07	
<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.). DOT is requesting a purchase order to Kaplan Liquid Solutions, to furnish and deliver a 800-gallon Ice Master T-Series with Eco-Max Electric Pump, for a contract total not to exceed \$22,676.50, per sourcewell contract #031423-EDP.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  This anti-icing and de-icing spray systems is designed for spraying liquid salt brine and beet juice on roadways before and during winter weather operations. Liquid deicers help to reduce the amount of salt used on our roadways which in turn benefits the environment.			

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.  This contract was setup using the cooperative Sourcewell Contract #031423-EDP.
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. DOT staff recommends issuing a purchase order to Kaplan Liquid Solutions, using Sourcewell Contract #031423. 2. The Sourcewell Cooperative has proven to be a cost savings over going out to bid.

## 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#:	Dept: Division of Transportation	Division: Accounts Payable
Attn: John Kolkman	Email: jkolkman@kaplanliquidsolutions.com	Attn: Kathy Curcio	Email: DOTFinance@dupagecounty.gov
Address: 34523 N. Wilson Road	City: Ingleside	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60041	State: IL	Zip: 60187
Phone: 630-538-9933	Fax:	Phone: 630-407-6900	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: same as above.	Vendor#:	Dept: Division of Transportation	Division: Hwy Maintenance
Attn:	Email:	Attn: David Koehler	Email: david.koehler@dupagecounty.gov
Address: same as above.	City:	Address: 140 N. County Farm Road	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-6926	Fax:
<b>Shipping</b>		<b>Contract Dates</b>	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jan 21, 2025	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		800-gallon Ice Master T-Series w/Eco-Max Electric Pump	FY25	1500	3510	54130		22,676.50	22,676.50
										<b>Requisition Total</b>	<b>\$ 22,676.50</b>

***FY is required, ensure the correct FY is selected.***

<i>Comments</i>	
HEADER COMMENTS	<p>Provide comments for P020 and P025.</p> <p>To furnish and deliver a 800-gallon Ice Master T-Series - Eco-Max Electric Pump for the DOT.</p>
SPECIAL INSTRUCTIONS	<p>Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO.</p> <p>Email Approved PO to John Kolkman, David Koehler and Mike Figuray.</p>
INTERNAL NOTES	<p>Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO.</p> <p>see above.</p>
APPROVALS	<p>Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.</p>