



# 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#: 25-1787	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$9,630.28
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$15,369.55
	CURRENT TERM TOTAL COST: \$5,739.27	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD:
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Porter Pipe & Supply	VENDOR #: 11154	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Nate DeGenova	VENDOR CONTACT PHONE: 630-543-8145	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: ndegenova@porterpipe.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 Porter Pipe & Supply, to furnish and deliver (1) Bell & Gossett high efficiency roto pump, for the #2 Reco water heater at the Power Plant, for Facilities Management, for the period December 4, 2024 through November 30, 2025, for a contract total amount not to exceed \$5,739.27, per low quote- 4 quotes.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Current pump has failed and replacement is the only option.			

### 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

<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: Porter Pipe & Supply	Vendor#: 11154	Dept: Facilities Management	Division:
Attn: Nate DeGenova	Email: ndegenova@porterpipe.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 401 S Rohlwing Rd	City: Addison	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60101	State: IL	Zip: 60187
Phone: 630-543-8145	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Porter Pipe & Supply	Vendor#: 11154	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Daniel Perez	Email: daniel.perez@dupagcounty.gov
Address: PO Box 7051	City: Carol Stream	Address: 410 N County Farm Road	City: Wheaton
State: IL	Zip: 60197-7051	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-689-7617	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 4, 2024	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	LO	104459LF	FURN/MACH/EQUIP SMALL VALUE	FY25	1000	1100	52000		5,739.27	5,739.27
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 5,739.27

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver (1) Bell & Gossett high efficiency roto pump for Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 08/05/25 - exceeds a predefined monetary limit set for that department's spending for FY25
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.