



Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#:	RFP, BID, QUOTE OR RENEWAL #: 25-093-PW	INITIAL TERM WITH RENEWALS: 4 YRS + 0 TERM PERIOD	INITIAL TERM TOTAL COST: \$196,263.60
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$196,263.60
	CURRENT TERM TOTAL COST: \$196,263.60	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: First Environmental Laboratories, Inc.	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Joy Geraci	VENDOR CONTACT PHONE: 630-778-1200	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: joy@firstenv.com	VENDOR WEBSITE:	DEPT REQ #:	
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.). Recommendation for the approval of a contract to First Environmental Labs, for NPDES Permit Analytical Testing Services, for Public Works, for the period of August 12, 2025, to August 11, 2029, for a total contract amount not to exceed \$196,263.60, per lowest responsible bid #25-093-PW.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished NPDES Permit Analytical Testing is required for the DuPage County Woodridge Greene Valley Wastewater Treatment Plant, the Knollwood Wastewater Treatment Plant, and the Nordic Wastewater Treatment plant to maintain compliance with the Illinois Environmental Protection Agency sludge permit. Various tests are run weekly, monthly, and quarterly.			

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

STRATEGIC IMPACT	Select an item from the following dropdown menu of County's strategic priorities that this action will most impact.
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: First Environmental Laboratories, Inc.	Vendor#:	Dept: Public Works	Division: Public Works
Attn: Joy Geraci	Email: joy@firstenv.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 1600 Shore Road, STE D	City: Naperville	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60563	State: IL	Zip: 60517
Phone: 630-778-1200	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: First Environmental Laboratories, Inc.	Vendor#:	Dept: Same as Above	Division: Same as Above
Attn: Irene Plagge	Email: irene@firstenv.com	Attn:	Email:
Address: 1600 Shore Road, STE D	City: Naperville	Address:	City:
State: IL	Zip: 60563	State:	Zip:
Phone: 630-778-1200	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Aug 12, 2025	Contract End Date (PO25): Aug 11, 2029
Contract Administrator (PO25): Drew Cormican			

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		NPDES Permit Analytical Testing	FY25	2000	2665	53090		24,532.95	24,532.95
2	1	EA		NPDES Permit Analytical Testing	FY26	2000	2665	53090		49,065.90	49,065.90
3	1	EA		NPDES Permit Analytical Testing	FY27	2000	2665	53090		49,065.90	49,065.90
4	1	EA		NPDES Permit Analytical Testing	FY28	2000	2665	53090		49,065.90	49,065.90
5	1	EA		NPDES Permit Analytical Testing	FY29	2000	2665	53090		24,532.95	24,532.95
FY is required, assure the correct FY is selected.										Requisition Total	\$ 196,263.60

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.

The following documents have been attached: ☐ W-9 ☐ Vendor Ethics Disclosure Statement