



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 #: 23-063-PW	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$248,811.76
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 09/16/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,400,000.00
	CURRENT TERM TOTAL COST: \$440,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL
Vendor Information		Department Information	
VENDOR: Polydyne, Inc.	VENDOR #: 11394	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Sandy Wells	VENDOR CONTACT PHONE: 912.880.2089	DEPT CONTACT PHONE #: 630.985.7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: swells@snf.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.). Polymer for both the Woodridge Greene Valley and Knollwood Wastewater Treatment Facilities for a 1-year period from 11/1/25 through 10/31/26 in the amount of \$440,000.00 per Bid #23-063-PW.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Polymer is needed in both the sludge dewatering and solids thickening processes at the wastewater treatment facilities. Testing has been conducted on multiple polymer products prior to requesting bids. The basis for bid award consists of all costs associated with the dewatering processes including cake solids, capture rate, polymer dosage and polymer cost.			

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.
RENEWAL	
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: Polydyne Inc.	Vendor#: 11394	Dept: Public Works	Division: Public Works
Attn: Sandy Wells	Email: swells@snf.com	Attn: Magda Leonida-Padilla	Email: pwaccountspayable@dupagecount y.gov
Address: 1 Chemical Plant Road	City: Riceboro	Address: 7900 S. Rt. 53	City: Woodridge
State: Georgia	Zip: 31323	State: Illinois	Zip: 60517
Phone: 912.880.2035	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Polydyne, Inc.	Vendor#:	Dept: Same as Above	Division:
Attn:	Email:	Attn:	Email:
Address: P.O. Box 40642	City: Atlanta	Address:	City:
State: Georgia	Zip: 30384-4642	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 1, 2025	Contract End Date (PO25): Oct 31, 2026

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		Contract to supply polymer at both the Woodridge Greene Valley and Knollwood Wastewater Treatment Facilities for sludge dewatering and thickening	FY25	2000	2555	52330		45,000.00	45,000.00
2	1	EA		Contract to supply polymer at both the Woodridge Greene Valley and Knollwood Wastewater Treatment Facilities for sludge dewatering and thickening	FY26	2000	2555	52330		395,000.00	395,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 440,000.00

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.