



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#:	RFP, BID, QUOTE OR RENEWAL #: Sole Source	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$215,000.00
COMMITTEE: TRANSPORTATION	TARGET COMMITTEE DATE: 10/03/2023	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$215,000.00
	CURRENT TERM TOTAL COST: \$215,000.00	MAX LENGTH WITH ALL RENEWALS: TWO YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: K-Tech Specialty Coatings, LLC	VENDOR #: 27558	DEPT: Division of Transportation	DEPT CONTACT NAME: Roula Eikosidekas
VENDOR CONTACT: Denver Preston	VENDOR CONTACT PHONE: 260-587-9113	DEPT CONTACT PHONE #: 630-407-6920	DEPT CONTACT EMAIL: roula.eikosidekas@dupageco.org
VENDOR CONTACT EMAIL: dpreston@ktechcoatings.com	VENDOR WEBSITE:	DEPT REQ #: 23-1500-71	
<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 K-Tech Specialty Coatings, to furnish and deliver Deicing Liquids on as-needed basis. Effective 11/01/2023 through 10/31/2025, for a contract total not to exceed \$215,000.00, per 55ILCS 5/5-1022(c) competitive bids not suitable for competitive bids (sole source) - two year contract with no renewals.  - \$1.85 @ 4,600 gallons (full load).			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished  These products are used by the highway maintenance to treat bulk rock salt, to aide in our winter operations.			

**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. SOLE SOURCE PER DUPAGE ORDINANCE, SECTION 2-350 (MUST FILL OUT SECTION 4)
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

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF A LICENSED OR PATENTED GOOD OR SERVICE
<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.  Beet Heet is an organic based, corrosion inhibited liquid deicer containing a highly refined carbohydrate concentrate, two exothermic chlorides and two non-exothermic chlorides. Beet Heet is a ready to use salt pre-wetting agent and can also be blended with Salt brine to create a lower cost, high performance, salt pre-wetting agent or direct application deicer/anti-icer.
<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.  DuPage County DOT issued an RFI for alternative deicing products. Vendors were requested to provide detailed specifications and lab results on items they would like considered for use/testing. Beet Heet was selected and DuPage County has been satisfied with it's performance. Beet Heet Concentrate is a proprietary product that is protected and licensed under Patent No. 6,582,622 owned by Sears Ecological Applications Co., LLC.
<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.  Attached is the letter that K-Tech Specialty Coatings, is the sole developer, manufacture and distributor of Beet Heet Concentrate.

## SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: K-Tech Specialty Coatings, LLC	Vendor#: 27558	Dept: Division of Transportation	Division: Accounts Payable
Attn: Denver Preston	Email: dpreston@ktechcoatings.com	Attn: Kathy Curcio	Email: DOTFinance@dupageco.org
Address: PO Box 428	City: Ashley	Address: 421 N. County Farm Road	City: Wheaton
State: IN	Zip: 46705	State: IL	Zip: 60187
Phone: 260-587-9113	Fax:	Phone: 630-407-6892	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: K-Tech Specialty Coatings, LLC	Vendor#: 27558	Dept: Division of Transportation	Division: Highway Maintenance
Attn:	Email:	Attn: David Koehler	Email: david.koehler@dupageco.org
Address: PO Box 428	City: Ashley	Address: 140 N. County Farm Road	City: Wheaton
State: IN	Zip: 46705	State: IL	Zip: 60187
Phone: 260-587-9113	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): Nov 1, 2023	Contract End Date (PO25): Oct 31, 2025
Contract Administrator (PO25): Roula Eikosidekas			

**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		Deicing Liquids	FY23	1500	5310	52270		5,000.00	5,000.00
2	1	EA		Deicing Liquids	FY24	1500	3510	52270		105,000.00	105,000.00
3	1	EA		Deicing Liquids	FY25	1500	3510	52270		105,000.00	105,000.00
<b><i>FY is required, assure the correct FY is selected.</i></b>										Requisition Total	\$ 215,000.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. To furnish and deliver Deicing Liquids for the winter seasons 2023, 2024 and 2025 on as-needed basis.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Email Approved PO to: Denver Preston, David Koehler, Jason Walsh and Mike Figuray.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. See above.
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