



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#: 23-1169	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$1,117,795.85
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 04/04/2023	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS:
	CURRENT TERM TOTAL COST: \$1,117,795.85	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Xylem Water Solutions USA, Inc.	VENDOR #: 14030	DEPT: Stormwater Management	DEPT CONTACT NAME: Jamie Lock
VENDOR CONTACT: Chris Tuinstra	VENDOR CONTACT PHONE: 708-781-0177	DEPT CONTACT PHONE #: 630-407-6705	DEPT CONTACT EMAIL: jamie.lock@dupageco.org
VENDOR CONTACT EMAIL: christopher.tuinstra@xyleminc.com	VENDOR WEBSITE:	DEPT REQ #: 1600-2306	
<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.). 3-Flygt NP 3531 pumps, \$1,117,795.85 (Per sole source procurement)			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Replacement of three pumps at the west lobe of the Elmhurst Quarry Flood Control Facility. These pumps are at the end of their service life and need to be replaced to remain compatible with planned upgrades of the county's largest flood control facility.			

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

JUSTIFICATION	Select an item from the following dropdown menu to justify why this is a sole source procurement. SOLE PROVIDER OF ITEMS THAT ARE COMPATIBLE WITH EXISTING EQUIPMENT, INVENTORY, SYSTEMS, PROGRAMS OR SE
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. Flygt Model 3531 pumps are currently located at the Elmhurst Quarry Flood Control Facility. Three existing pumps are at the end of their serviceable life and need to be replaced to coincide with the remaining existing pumps while also being compatible with the planned upgrades for the motor control center at the west lobe.
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. The equipment needs to be compatible with the existing pumps and operations equipment.
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. Manufacturer's letter supplied. The existing manufacturer's pumps are recommended to ensure properly working order of the entire flood control facility.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Xylem Water Solutions USA, Inc.	Vendor#: 14030	Dept: Stormwater Management	Division:
Attn: Chris Tuinstra	Email: Christopher.tuinstra@xyleminc.com	Attn: Jamie Lock	Email: jamie.lock@dupageco.org
Address: 9661 194th Ave	City: Mokena	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60448	State: IL	Zip: 60187
Phone: 708-781-0177	Fax:	Phone: 630-407-6705	Fax: 630-407-6701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Xylem Water Solutions USA, Inc.	Vendor#: 14030	Dept: Stormwater Management	Division:
Attn: Chris Tuinstra	Email: christopher.tuinstra@xyleminc.com	Attn: Jamie Lock	Email: jamie.lock@dupageco.org
Address: 9661 194th Ave	City: Mokena	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60448	State: IL	Zip: 60187
Phone: 708-781-0177	Fax:	Phone: 630-407-6705	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Apr 11, 2023	Contract End Date (PO25): November 30, 2023
Contract Administrator (PO25): Alicia Favela-Perez			

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		Stormwater pumps at the Elmhurst Quarry	FY23	1600	3000	54060		1,091,109.85	1,091,109.85
2	1	EA		Freight	FY23	1600	3000	54060		16,686.00	16,686.00
3	1	EA		Contingency	FY23	1600	3000	54060		10,000.00	10,000.00
<i>FY is required, assure the correct FY is selected.</i>										Requisition Total	\$ 1,117,795.85

<i>Comments</i>	
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