



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#: 26-0766	RFP, BID, QUOTE OR RENEWAL #: 26-006-FM	INITIAL TERM WITH RENEWALS: 1 YR + 3 X 1 YR TERM PERIODS	INITIAL TERM TOTAL COST: \$51,400.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 03/03/2026	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$205,600.00
	CURRENT TERM TOTAL COST: \$51,400.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Global Water Technology, Inc.	VENDOR #: 32003	DEPT: Facilities Management	DEPT CONTACT NAME: Gavin Carroll
VENDOR CONTACT: Matt Jensen	VENDOR CONTACT PHONE: 708-349-9991	DEPT CONTACT PHONE #: 630-407-5700	DEPT CONTACT EMAIL: gavin.carroll@dupagecounty.gov
VENDOR CONTACT EMAIL: mjensen@gwt-inc.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 Global Water Technology, Inc., to furnish and deliver water treatment chemicals, as needed, for campus facilities, for Facilities Management, for the period March 23, 2026 through March 22, 2027 for a contract total amount not to exceed \$51,400, per lowest responsible bid #26-006-FM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Water treatment chemicals are necessary to treat the water in the campus cooling towers, boilers, closed loop system, and high temperature hot water systems. Without proper chemical treatment, the systems could be damaged beyond repair due to corrosion.			

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

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: Global Water Technology, Inc.	Vendor#: 32003	Dept: Facilities Management	Division:
Attn: Matt Jensen	Email: mjensen@gwt-inc.com	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 602 State Street	City: Calumet City	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60409	State: IL	Zip: 60187
Phone: 708-349-9991	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Global Water Technology, Inc.	Vendor#:	Dept: Gehrke Technology Group, Inc.	Division:
Attn: Matt Jensen	Email: receivables@gwt-inc.com	Attn: Greg Gehrke	Email: mjensen@gwt-inc.com
Address: 602 State Street	City: Calumet City	Address: 1050 N. Rand Road	City: Wauconda
State: IL	Zip: 60409	State: IL	Zip: 60084
Phone: 708-349-9991	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): March 23, 2026	Contract End Date (PO25): March 22, 2027

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		Bulk Chemicals	FY26	1000	1100	52330		35,000.00	35,000.00
2	1	EA		Maintenance Supplies	FY26	1000	1100	52270		1,400.00	1,400.00
3	1	EA		Bulk Chemicals	FY27	1000	1100	52330		15,000.00	15,000.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 51,400.00

<i>Comments</i>	
HEADER COMMENTS	Provide comments for P020 and P025. Furnish and deliver water treatment chemicals, as needed, for campus facilities, 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, Brian Rovik, Cathie Figlewski, Clara Gomez, and Gavin Carroll.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works Committee: 03/3/26 County Board: 03/10/26
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.