



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 #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$37,115.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 11/05/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$37,115.00
	CURRENT TERM TOTAL COST: \$37,115.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Metro Tank and Pipe Company	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Warren Cherner	VENDOR CONTACT PHONE: 847-465-4000	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: info@metrotank.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.). This project is to remove and retro fit the Public Works fuel station pump and dispenser at the Woodridge Greene Valley Wastewater Treatment Facility for a total contract cost of \$37,115.00.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished This project will replace the existing suction lift pump with a submersible pump system. The existing pump is a suction lift pump that failed last year due to hotter temperatures. The dispenser will also be retro fitted to accommodate the upgraded submersible system. DuPage County Public Works replaced one submersible system in 2023 and has seen no issues. It is recommended to change the other system to limit any issues in the future. This fueling station is critical to supplying fuel to multiple municipal agencies in the southern portion of the County including Public Works, Stormwater, DuDOT, DPC Sheriff, & Lisle Woodridge Fire.			

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	
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. Metro Tank is the original supplier of the pump and dispenser system. They have specific knowledge and expertise to make the upgrades and repairs to the existing system effectively and efficiently. Metro Tank successfully completed the repair of the first tank last year. Multiple agencies depend on this station to fuel emergency fleets such as Police, Fire, DuDOT, and Public Works.
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 scope of work for the new submersible system in the second fuel tank is slightly larger. We have budget pricing for submersible pumps at the time of construction. The cost estimate Metro provided is consistent with that pricing.
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. Metro Tank is a supplier of Gasboy pumps and has many of the items in stock and ready for install. The Gasboy dispenser and pump is compatible with our existing system. The Gasboy pump is currently in use in our unleaded fuel tank and the Public Works team has not seen any issues with the equipment or install at this time.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Metro Tank and Pipe Company	Vendor#:	Dept: Public Works	Division: Public Works
Attn: Warren Cherner	Email:	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 111 West Dundee Road	City: Wheeling	Address: 7900 S. Rt. 53	City: Woodridge
State: IL	Zip: 60090	State: IL	Zip: 60517
Phone: 847-465-4000	Fax:	Phone: 630-985-7400	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as Above	Vendor#: Same as Above	Dept: Same as Above	Division: Same as Above
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 12, 2024	Contract End Date (PO25): Jun 30, 2025

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		Replacement of suction lift system with a submersible pump system at the WGV Fuel Station	FY25	2000	2555	54030		37,115.00	37,115.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 37,115.00

<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.