Procurement Review Comprehensive Checklist
Procurement Services Division
This form must accompany all Purchase Order Requisitions

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: 25-2341	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $51,220.00
COMMITTEE: HUMAN SERVICES	TARGET COMMITTEE DATE: 10/21/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $51,220.00
	CURRENT TERM TOTAL COST: $51,220.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM

Vendor Information		*Department Information*	
VENDOR: Metropolitan Industries, Inc.	VENDOR #:	DEPT: DuPage Care Center	DEPT CONTACT NAME: Nick Jensen
VENDOR CONTACT: Kent Swanson	VENDOR CONTACT PHONE: 815-886-9200	DEPT CONTACT PHONE #: 630-784-4435	DEPT CONTACT EMAIL: Nicholas.Jensen@dupagecounty.gov
VENDOR CONTACT EMAIL: kswanson@metropolitanind.com	VENDOR WEBSITE: metroplitanind.com	DEPT REQ #: 7537	

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.).
Recommendation for the approval of a contract purchase order to Metropolitan Industries, Inc., to provide, deliver & install a Metropolitan "Metro-Prime" pump system for the DuPage Care Center, for the period October 28, 2025 through October 27, 2026, for a total contract amount not to exceed $51,220.00, per Single Source per DuPage Ordinance, Section 2-350 (manufacturer)

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
Replacement pumps for the underground pit area at the DuPage Care Center. The current pumps are no longer operable and currently have temporary undersized storm water ejector pumps in place and are manually testing pumps to ensure are properly working.

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. MANUFACTURER
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. The replacement pumps are surface pumps versus underground pit pumps.
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. FM plumbers researched and put out quotes, this vendor was the only vendor that offered this product
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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Metropolitan Industries, Inc.	Vendor#:	Dept: DuPage Care Center	Division: DuPage Care Center
Attn: Kent Swanson	Email: kswanson@metropolitanind.com	Attn: Nick Jensen	Email: Nicholas.Jensen@dupagecounty.gov
Address: 37 Forestwood Drive	City: Romeoville	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60446-1343	State: IL	Zip: 60187
Phone: 815-886-9200	Fax:	Phone: 630-784-4435	Fax:
Send Payments To:		*Ship to:*	
Vendor: Metropolitan Industries	Vendor#:	Dept: DuPage Care Center	Division: Facilities Management
Attn: Kent Swanson	Email: kswanson@metropolitanind.com	Attn: Nick Jensen	Email: Nicholas.Jensen@dupagecounty.gov
Address: 37 Forestwood Drive	City: Romeoville	Address: 400 N. County Farm Road	City: Wheaton
State: IL	Zip: 60446-1343	State: IL	Zip: 60187
Phone: 815-886-9200	Fax:	Phone: 630-784-4435	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): October 28, 2025	Contract End Date (PO25): October 27, 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		2 Model 35MKPC300 self-priming pumps with 4-inch discharge, duplex control panel, alternator switch, basin cover and check valves & gate valves for the DuPage Care Center	FY25	1200	2040	54010		51,220.00	51,220.00

FY is required, ensure the correct FY is selected. Requisition Total $ 51,220.00

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Recommendation for the approval of a contract purchase order to Metropolitan Industries, Inc., to provide, deliver & install a Metropolitan "Metro-Prime" pump system for the DuPage Care Center, for the period October 28, 2025 through October 27, 2026, for a total contract amount not to exceed $51,220.00, per Single Source, per DuPage Ordinance, Section 2-350 (manufacturer)
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. October 21, 2025 Human Service Committee October 28, 2025 County Board Meeting
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.