



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID #:	RFP, BID, QUOTE OR RENEWAL #: 24-087-PW	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$679,853.90
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/20/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$679,853.90
	CURRENT TERM TOTAL COST: \$679,853.90	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Vissering Construction Company	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: Jay Dahlberg
VENDOR CONTACT: Michael Slagel	VENDOR CONTACT PHONE: 815-673-5511	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: jay.dahlberg@dupagecounty.gov
VENDOR CONTACT EMAIL: mslagel@vissering.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.). Construction of the Septage Receiving Tank in the amount of \$679,853.90 for the Septage Receiving Station per specifications provided by Clark Dietz Engineering per low bid award 24-087-PW.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The Septage Receiving Tank is required to hold the septage that is being collected via the septage receiving station that was previously procured under 24-009-PW. This will assist in providing a more steady flow of septage into the plant and limit the strain on downstream equipment. It will also allow the Public Works Department to better track and bill septic haulers for septage that is being dropped into the plant.			

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

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.	
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: Vissering Construction Company	Vendor#:	Dept: Public Works	Division: Public Works
Attn: Michael Slagel	Email: mslagel@vissering.com	Attn: Magda	Email: pwaccountspayable@dupagecount y.gov
Address: 175 Benchmark Industrial Drive	City: Streator	Address: 7900 S. Rt 53	City: Woodridge
State: IL	Zip: 61364	State: IL	Zip: 60517
Phone: 815-613-5511	Fax:	Phone: 630-985-7400	Fax: 630-985-4802
<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): Aug 27, 2024	Contract End Date (PO25): Aug 26, 2025
Contract Administrator (PO25): Drew Cormican			

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		Construct and place the Septage Receiving Tank per lowest bidder on bid # 24-087-PW.	FY24	2000	2555	54030		600,000.00	600,000.00
2	1	EA		Construct and place the Septage Receiving Tank per lowest bidder on bid # 24-087-PW.	FY25	2000	2555	54030		18,049.00	18,049.00
3	1	EA		10% CONTINGENCY	FY24	2000	2555	54030		61,804.90	61,804.90
FY is required, assure the correct FY is selected.										Requisition Total	\$ 679,853.90

Comments	
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