



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: \$25,000.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 08/20/2024	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$25,000.00
	CURRENT TERM TOTAL COST: \$25,000.00	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Dorner Company	VENDOR #:	DEPT: Public Works	DEPT CONTACT NAME: John Adams
VENDOR CONTACT: Jim Ozimek	VENDOR CONTACT PHONE: 219-406-5022	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: jonathan.adams@dupagecounty.gov
VENDOR CONTACT EMAIL: JOzimek@dornerco.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.). The current 10" Cla-Val Valve is discontinued and beyond life and requires replacement. Approval is being requested for new 10" valve from sole source to replace the old valve within the distribution system. The new 10" Cla-Val valve is of like-kind for other similar valves in other water systems.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Current valve is 20-30 years old and replacement parts are discontinued. The valve is not working properly. Replacement necessary to ensure adequate distribution supply pressures for subdivision and prevent water main breaks.			

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 A LICENSED OR PATENTED GOOD OR SERVICE
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 10" Cla-Val Valve is discontinued and beyond life and requires replacement. The current Cla-Val has been in operation for more than 30-years and is in need of replacement.
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. Additional quotes were requested from another supplier, but only alternatives came back or the item was no-quoted due to the sole-source distributor.
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. Per Cla-Val, Dorner Company is the sole-source distributor for Cla-Val Valve components and parts.

SECTION 5: Purchase Requisition Information

<i>Send Purchase Order To:</i>		<i>Send Invoices To:</i>	
Vendor: Dorner Company	Vendor#:	Dept: Public Works	Division: Public Works
Attn: Jim Ozimek	Email: JOzimek@dornerco.com	Attn: Magda	Email: pwaccountspayable@dupagecount y.gov
Address: PO Box 189	City: Sussex	Address: 7900 S. Rt. 53	City: Woodridge
State: WI	Zip: 53089-0189	State: IL	Zip: 60517
Phone: 219-406-5022	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): Nov 30, 2024
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		Supply and delivery of the 10" Cla-Val per proposal number Q1685cldu.	FY24	2000	2640	52250		21,500.00	21,500.00
2	1	EA		Service tech for installation and troubleshooting as required per proposal number Q1685cldu.	FY24	2000	2640	53300		3,500.00	3,500.00
										Requisition Total	\$ 25,000.00

FY is required, assure the correct FY is selected.

<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