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 #: 19-148-PW	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $1,460,883.00
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 06/04/2024	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: $5,500,000.00
	CURRENT TERM TOTAL COST: $2,095,000.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: FIRST RENEWAL
Vendor Information		*Department Information*	
VENDOR: Stewart Spreading Inc	VENDOR #: 12449	DEPT: Public Works	DEPT CONTACT NAME: Sean Reese
VENDOR CONTACT: Greg Halmagyi	VENDOR CONTACT PHONE: 630-768-3085	DEPT CONTACT PHONE #: 630-985-7400	DEPT CONTACT EMAIL: sean.reese@dupagecounty.gov
VENDOR CONTACT EMAIL: gregh@stewartspreading.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.). Recommendation for the approval of renewal contract with Stewart Spreading, Inc. for the daily removal and land application of biosolids from both the Woodridge Green Valley & Knollwood Wastewater Treatment Facilities for the period of 10/1/24-9/30/28. This is the first of two 4-year renewal option with Stewart Spreading.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
As sewage is treated at the facilities, clean water and biosolids are produced. The clean water is processed and discharged to a receiving stream; the sludge is anaerobically digested for the conversion of solids to gas and then de-watered. The de-watered sludge needs to be removed from the treatment plant on a daily basis and land applied. This removal process is required to comply with EPA operating permits as well as state and federal regulations.

SECTION 2: DECISION MEMO REQUIREMENTS

DECISION MEMO NOT REQUIRED RENEWAL	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is not required.
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			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Stewart Spreading, Inc.	Vendor#: 12449	Dept: DuPage County Public Works	Division: Public Works
Attn: Greg Firrantello	Email: greg@stewartspreading.com	Attn: Magda	Email: pwaccountspayable@dupageco.org
Address: 3870 N. Route 71	City: Sheridan	Address: 7900 S. Route 53	City: Woodridge
State: IL	Zip: 60551	State: Illinois	Zip: 60517
Phone: 815-695-5667	Fax: 815-712-5770	Phone: 630-985-7400	Fax: 630-985-4802
Send Payments To:		*Ship to:*	
Vendor: SAME AS ABOVE	Vendor#:	Dept: SAME AS ABOVE	Division:
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): Oct 1, 2024	Contract End Date (PO25): Sep 30, 2028
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		Daily Removal and land application of biosolids from both the Woodridge Greene Valley & Knollwood Wastewater Treatment Facilities for period 10/1/24 through 9/30/28 per first renewal option per bid 19-148-PW.	FY24	2000	2555	53811		50,000.00	50,000.00
2	1	EA		Daily Removal and land application of biosolids from both the Woodridge Greene Valley & Knollwood Wastewater Treatment Facilities for period 10/1/24 through 9/30/28 per first renewal option per bid 19-148-PW.	FY25	2000	2555	53811		475,000.00	475,000.00
3	1	EA		Daily Removal and land application of biosolids from both the Woodridge Greene Valley & Knollwood Wastewater Treatment Facilities for period 10/1/24 through 9/30/28 per first renewal option per bid 19-148-PW.	FY26	2000	2555	53811		505,000.00	505,000.00
4	1	EA		Daily Removal and land application of biosolids from both the Woodridge Greene Valley & Knollwood Wastewater Treatment Facilities for period 10/1/24 through 9/30/28 per first renewal option per bid 19-148-PW.	FY27	2000	2555	53811		525,000.00	525,000.00
5	1	EA		Daily Removal and land application of biosolids from both the Woodridge Greene Valley & Knollwood Wastewater Treatment Facilities for period 10/1/24 through 9/30/28 per first renewal option per bid 19-148-PW.	FY28	2000	2555	53811		540,000.00	540,000.00

FY is required, assure the correct FY is selected.

Requisition Total $ 2,095,000.00

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