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

SECTION 1: DESCRIPTION

General Tracking		*Contract Terms*	
FILE ID#: JPS-P-0016-25	RFP, BID, QUOTE OR RENEWAL #: Q-118675	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: $777,602.74
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 03/04/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: $777,602.74
	CURRENT TERM TOTAL COST: $777,602.74	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD:
Vendor Information		*Department Information*	
VENDOR: Flock Safety	VENDOR #: 39421	DEPT: Sheriff	DEPT CONTACT NAME: Sgt Todd Szeluga
VENDOR CONTACT: Andrew Allen	VENDOR CONTACT PHONE: 6159719287	DEPT CONTACT PHONE #: 630-407-2345	DEPT CONTACT EMAIL: todd.szeluga@dupagesheriff.org
VENDOR CONTACT EMAIL: andrew.allen@flocksafety.com	VENDOR WEBSITE: flocksafety.com	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 is a continuation of the existing FLOCK ALPR program. This program was initially implemented on a 1 year term and with the existing infrastructure in place we are seeking to renew our agreement with them. One new service added for this contract period to enhance investigative potential.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished
This is a continuation of the existing FLOCK ALPR program. This program was initially implemented on a 1 year term and with the existing infrastructure in place we are seeking to renew our agreement with them. One new service added for this contract period to enhance investigative potential.

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. This is a continuation of the existing FLOCK ALPR program. This program was initially implemented on a 1 year term and with the existing infrastructure in place we are seeking to renew our agreement with them. One new service added for this contract period to enhance investigative potential. While there are other vendors offering similar services, none are compatible with the existing 60 cameras
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. We have not tested the market because we have a continual service period with FLOCK and we are seeking to continue using the existing equipment in place.
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. The FLOCK system is proprietary and while other vendors offer similar solutions, the existing infrastructure will be disbanded and any new vendor would have to start from new therefore we did not seek any alternative sources.

SECTION 5: Purchase Requisition Information			
Send Purchase Order To:		*Send Invoices To:*	
Vendor: Flock Safety	Vendor#: 39421	Dept: Sheriff	Division: Budget
Attn: Andrew Allen	Email: Andrew.allen@flocksafety.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 1170 Howell Mill Rd Ste 210	City: Atlanta	Address: 501 N County Farm Rd	City: Wheaton
State: GA	Zip: 30318	State: IL	Zip: 60187
Phone: 6159719287	Fax:	Phone: 630-407-2122	Fax:
Send Payments To:		*Ship to:*	
Vendor: Same as above	Vendor#: 39421	Dept: Sheriff	Division: Detective
Attn:	Email:	Attn: Todd Szeluga	Email: todd.szeluga@dupagesheriff.org
Address:	City:	Address: Same as above	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone: 630-407-2345	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Mar 1, 2025	Contract End Date (PO25): Feb 28, 2029

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		Year 1	FY25	1000	4415	53090		201,977.74	201,977.74
2	1	EA		Year 2	FY26	1000	4415	53090		191,875.00	191,875.00
3	1	EA		Year 3	FY27	1000	4415	53090		191,875.00	191,875.00
4	1	EA		Year 4	FY28	1000	4415	53090		191,875.00	191,875.00

FY is required, ensure the correct FY is selected. Requisition Total $ 777,602.74

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.