

SECTION 1: DESCRIPTION					
General Tracking		Contract Terms			
FILE ID#: 25-2827	RFP, BID, QUOTE OR RENEWAL #: 23-123-SHF	INITIAL TERM WITH RENEWALS: 3 YRS + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$458,000.00		
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 12/02/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,732,000.00		
	CURRENT TERM TOTAL COST: \$458,000.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: SECOND RENEWAL		
Vendor Information		Department Information			
VENDOR: Ray O'Herron Company Inc	VENDOR #: 11145	DEPT: Sheriff's Office	DEPT CONTACT NAME: Dan Bilodeau		
VENDOR CONTACT: Justin Fredricks	VENDOR CONTACT PHONE: 800-223-2097	DEPT CONTACT PHONE #: 630-407-2402	DEPT CONTACT EMAIL: dan.bilodeau@dupagesheriff.org		
VENDOR CONTACT EMAIL: bids@oherron.com	VENDOR WEBSITE: www.oherron.com	DEPT REQ #:	1		

## 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.). Uniforms for new employees as well as yearly uniform allowance for all sworn employees and civilians who are a part of a collective bargaining unit.

JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished To provide uniform allowance for deputies and new hires.

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.			
DECISION MEMO REQUIRED RENEWAL OF RFP	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.					
	Vendor selected via RFP #23-123-SHF				
RECOMMENDATION AND	Describe staff recommendation and provide justification. Identify at least 2 other options to accomplish this request, including status quo, (i.e., take no action).				
TWO ALTERNATIVES	Approve contract so we can continue to purchasing uniforms for all sworn employees and new hires				

	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.

	<b>SECTION 5: Purc</b>	hase Requisition Informat	ion			
Send	d Purchase Order To:	Send Invoices To:				
Vendor: Vendor#:		Dept:	Division:			
Ray O'Herron	11145	Sheriff's Office	Budget			
Attn:	Email:	Attn:	Email:			
Justin Fredricks		Colleen Zbilski	colleen.zbilski@dupagesheriff.org			
Address:	City:	Address:	City:			
1600 75th St	Downers Grove	501 N County Farm Road	Wheaton			
State:	Zip:	State:	Zip:			
IL	60516	IL	60187			
Phone:	Fax:	Phone:	Fax:			
630-629-2677		630-407-2122				
S	end Payments To:	Ship to:				
Vendor:	Vendor#:	Dept:	Division:			
Ray O'Herron	11145	Sheriff's Office	Quartermaster			
Attn:	Email:	Attn: Email:				
		Shirley Kerstein	shirley.kerstein@dupagesheriff.org			
Address:	City:	Address:	City:			
1600 75th St	Downers Grove	501 N County Farm Road	Wheaton			
State:	Zip:	State:	Zip:			
IL	60516	IL	60187			
Phone: Fax:		Phone:	Fax:			
630-629-2677		630-407-2119				
Shipping		Contract Dates				
Payment Terms:	FOB:	Contract Start Date (PO25):	Contract End Date (PO25):			
PER 50 ILCS 505/1	Destination	Dec 30, 2025	Dec 29, 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		Sheriff Officers Uniforms & Accessories	FY26	1000	4400	52000		35,000.00	35,000.00
2	1	EA		Sheriff Officers Uniforms & Accessories	FY26	1000	4400	52220		423,000.00	423,000.00
FY is required, ensure the correct FY is selected. Requisition Total					\$ 458,000.00						

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.			