



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#: 25-2686	RFP, BID, QUOTE OR RENEWAL #:	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$1,457,141.52
COMMITTEE: PUBLIC WORKS	TARGET COMMITTEE DATE: 11/18/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$1,457,141.52
	CURRENT TERM TOTAL COST: \$1,457,141.52	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Heartland Business Systems, LLC	VENDOR #:	DEPT: Facilities Management	DEPT CONTACT NAME: Mary Ventrella
VENDOR CONTACT: Mike Carroll	VENDOR CONTACT PHONE: 608-444-7994	DEPT CONTACT PHONE #: 630-407-5705	DEPT CONTACT EMAIL: mary.ventrella@dupagecounty.gov
VENDOR CONTACT EMAIL: mcarroll@hbs.net	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.). Recommendation for the approval of a contract to Heartland Business Systems, LLC, to replace and expand existing video surveillance solution with Verkada Command for the Circuit Court at the Judicial Office Facility, for Facilities Management, for the period November 25, 2025 through November 24, 2026, for a total contract amount not to exceed \$1,457,141.52; per quote #391347 v2. Contract pursuant to the Intergovernmental Cooperation Act – TIPS Contract #220105.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Due to current issues with poor image quality, coverage and equipment at or near end of life, we recommend replacing the current systems with one new system that will allow for increased security, visibility and safety for our staff and visitors to the 503, 505, 509 and exterior perimeter of these buildings.			

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	Select an item from the following dropdown menu to identify why a Decision Memo (Section 3) is required.
COOPERATIVE (DPC2-352), GOVERNMENT JOINT PURCHASING ACT (30ILCS525) OR GSA SCHEDULE PRICING	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. This system matches the new system that was selected and installed for the Jail. After careful consideration, testing and discussions with stakeholders, it was determined that this system meets and or exceeds the needs for our Judicial Buildings and parking areas.
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). The Sheriff's Department, 18th Judicial Circuit Court have recommended that we enter an agreement to have this system provided and installed. One option is to leave existing system in place. This does not provide the necessary security, visibility and safety that is required for our buildings. 2nd option is to upgrade the failing equipment, however the systems currently in place do not have the capacity to provide the necessary coverage and functionality that the recommended system provides.

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: Heartland Business Systems LLC	Vendor#:	Dept: Facilities Management	Division:
Attn: Mike Carroll	Email: mcarroll@hbs.net	Attn:	Email: FMAccountsPayable@dupagecounty.gov
Address: 5400 Patton Drive, Suite 4B	City: Lisle	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60532	State: IL	Zip: 60187
Phone: 608-444-7994	Fax:	Phone: 630-407-5700	Fax: 630-407-5701
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Heartland Business Systems LLC	Vendor#:	Dept: Facilities Management	Division:
Attn:	Email:	Attn: Mark Thomas	Email: mark.thomas@dupagecounty.gov
Address: 1700 Stephen Street	City: Little Chute	Address: 505 N. County Farm Road	City: Wheaton
State: WI	Zip: 54140	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-8700	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Nov 25, 2025	Contract End Date (PO25): Nov 24, 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	LO		HBS Video Surveillance System	FY26	6000	1220	54010	2505033	1,324,674.11	1,324,674.11
2	1	LO		Contingency	FY26	6000	1220	54010	2505033	132,467.41	132,467.41
FY is required, ensure the correct FY is selected.										Requisition Total	\$ 1,457,141.52

Comments	
HEADER COMMENTS	Provide comments for P020 and P025. Replace and expand existing video surveillance solution with Verkada Command for the Circuit Court at the Judicial Office Facility, for Facilities Management.
SPECIAL INSTRUCTIONS	Provide comments for Buyer or Approver (not for P020 and P025). Comments will not appear on PO. Send PO to Vendor, Mary Ventrella, Cathie Figlewski, Mark Thomas, and Clara Gomez.
INTERNAL NOTES	Provide comments for department internal use (not for P020 and P025). Comments will not appear on PO. Public Works committee: 11/18/25 County Board: 11/25/25 Job #25-05033
APPROVALS	Department Head signature approval for procurements under \$15,000. Procurement Officer Approval for ETSB.