



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

### SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2359	RFP, BID, QUOTE OR RENEWAL #: 912639164	INITIAL TERM WITH RENEWALS: 1 YR + 1 X 1 YR TERM PERIOD	INITIAL TERM TOTAL COST: \$72,458.90
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$72,458.90
	CURRENT TERM TOTAL COST: \$72,458.90	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: B&H	VENDOR #: 19422	DEPT: DuPage County Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: Zeljko Cvijanovic	VENDOR CONTACT PHONE: 212.239-7500 x 2493	DEPT CONTACT PHONE #: 630-407-2072	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: zeljko@bhphoto.com	VENDOR WEBSITE: http://www.bandh.com/b2b	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.). We are updating our two training rooms and roll call room. All the rooms have outdated audio and video equipment. The Illinois Correctional Academy utilizes the training rooms for the academy. We host recruits from other agencies for training and certification. The other classroom is used for internal and external training. This can also host other agency personnel for combined training. This vendor is on the OMNIA Contract : R201202. This is a portion of a group asset purchase of IT equipment for the IT upgrade of these training rooms.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished The technology needs to be replaced as the current system is not compatible with modern computer programs and quality.			

### 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. B&H is a leading distributor of AV equipment and they are on the OMNIA Contract.
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). We are doing most of the installation work in-house. If we went to a vendor, this would cost more. If we do not perform the upgrades, we will still be using outdated equipment limiting our training capabilities

## SECTION 4: SOLE SOURCE MEMO/JUSTIFICATION

<b>JUSTIFICATION</b>	Select an item from the following dropdown menu to justify why this is a sole source procurement.
<b>NECESSITY AND UNIQUE FEATURES</b>	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.
<b>MARKET TESTING</b>	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.
<b>AVAILABILITY</b>	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: B&H	Vendor#: 19422	Dept: DuPage County Sheriff's Office	Division:
Attn: Zeljko Cvijanovic	Email: zeljkoc@bhphoto.com	Attn: Colleen Zbilski	Email: colleen.zbilski@DuPageSheriff.org
Address: 440 9th Ave	City: New York	Address: 501 N. County Farm Road	City: Wheaton
State: NY	Zip: 10001	State: IL	Zip: 60187
Phone: 212.239-7500 x 2493	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: B&H	Vendor#: 19422	Dept: DuPage County Sheriff's Office	Division: IT
Attn: Zeljko Cvijanovic	Email: biddept@bhphoto.com	Attn: Jason Snow	Email: Jason.Snow@dupagesheriff.org
Address: 420 Ninth Avenue	City: New York	Address: 501 N. County Farm Road	City: Wheaton
State: NY	Zip: 10001	State: IL	Zip: 60187
Phone: 18009478003	Fax: 8008585517	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 21, 2025	Contract End Date (PO25): Nov 30, 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		IT Equipment & Supplies	FY25	1000	4404	54100		72,458.90	72,458.90
<b>FY is required, ensure the correct FY is selected.</b>										Requisition Total	\$ 72,458.90

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.