



# 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#: 25-1696	RFP, BID, QUOTE OR RENEWAL #: Q-678434-45826DA	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$625,198.30
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 08/05/2025	PROMPT FOR RENEWAL: 3 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$625,198.30
	CURRENT TERM TOTAL COST: \$625,198.30	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Axon Enterprise, Inc.	VENDOR #:	DEPT: Sheriff	DEPT CONTACT NAME: Deputy Chief Dan Bilodeau
VENDOR CONTACT: David Arth	VENDOR CONTACT PHONE: 678-756-3939	DEPT CONTACT PHONE #: 630-407-2402	DEPT CONTACT EMAIL: dan.bilodeau@dupagesheriff.org
VENDOR CONTACT EMAIL: darth@axon.com	VENDOR WEBSITE: www.axon.com	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.). This will add 50 additional BWCs to the current inventory, allowing courthouse and corrections assigned deputies to have BWCs. The term length of this proposal lines up with the current master contract.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished It was identified that additional BWCs would be necessary within the courthouse and outside the corrections facility to ensure law enforcement related public contacts are captured as required by state law.			

### 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. Source was selected as an addition for an existing vendor/products.
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). No other vendor can provide this product while having it streamlined into our current cloud based evidence system. Going with another vendor would require an additional cloud based evidence storage system.

## 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: Axon Enterprises, Inc.	Vendor#:	Dept: Sheriff	Division: Budget
Attn: David Arth	Email: darth@axon.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 17800 N 8th St	City: Scottsdale	Address: 501 N County Farm Rd	City: Wheaton
State: AZ	Zip: 85255	State: IL	Zip: 60187
Phone: 800-978-2737	Fax: N/A	Phone: 630-407-2122	Fax: N/A
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Axon Enterprises, Inc.	Vendor#:	Dept: Sheriff	Division: Admin
Attn: David Arth	Email: darth@axon.com	Attn: Staff Sergeant Tony Liu	Email: tony.liu@dupagesheriff.org
Address: 17800 N 85th St	City: Scottsdale	Address: 501 N County Farm Rd	City: Wheaton
State: AZ	Zip: 85255	State: IL	Zip: 60187
Phone: 800-978-2737	Fax: N/A	Phone: 630-407-2326	Fax: N/A
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Sep 1, 2025	Contract End Date (PO25): Nov 30, 2028

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	100147	Axon Body 4 Camera Bundle	FY25	1000	4404	54200		50,015.86	50,015.86
2	1	EA	100147	Axon Body 4 Camera Bundle	FY26	1000	4404	54200		287,591.22	287,591.22
3	1	EA	100147	Axon Body 4 Camera Bundle	FY27	1000	4404	54200		287,591.22	287,591.22
<b><i>FY is required, ensure the correct FY is selected.</i></b>										Requisition Total	\$ 625,198.30

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.