



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 #	RFP, BID, QUOTE OR RENEWAL #: RFP #25-089-OHSEM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$1,414,299.24
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 08/19/2025	PROMPT FOR RENEWAL: 6 MONTHS	CONTRACT TOTAL COST WITH ALL RENEWALS: \$4,334,766.17
	CURRENT TERM TOTAL COST: \$1,414,299.24	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Monterrey Security Consultants, Inc.	VENDOR #: 37860	DEPT: OHSEM/Security Division	DEPT CONTACT NAME: Craig Dieckman
VENDOR CONTACT: Michael H Boyle	VENDOR CONTACT PHONE: 773-565-0405	DEPT CONTACT PHONE #: 630-407-2916	DEPT CONTACT EMAIL: craig.dieckman@dupagecounty.gov
VENDOR CONTACT EMAIL: mboyle@monterreysecurity.com	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.). Physical security services for a one (1) year period with the option to renew for two additional one year terms, for the DuPage County Government Center. The cost of the services for year one (1) is \$1,414,299.24 per RFP, 25-089-OHSEM.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished DuPage County has elected to contract security services for the DuPage County Government Center. This decision streamlines services and potentially saves costs to the County. Therefore, a decision was made to distribute a Request for Proposal (RFP). Forty-one (41) invitations were sent out to various security organizations. Eight (8) security companies submitted bids to the County. Through a quantitative, objective process.			

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.
RFP (REQUEST FOR PROPOSAL)	

SECTION 3: DECISION MEMO

SOURCE SELECTION	Describe method used to select source. Specifications for security services were developed for the RFP and invitations were sent out to security organizations. Eight (8) organizations responded to the RFP which were independently reviewed by a three (3) member team and ranked to provide the best possible services for the County. The results were provided to the Procurement Department who calculated them, to include pricing, and Monterrey Security Consultants was selected based on the quantitative and weighted score.
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). 1) Engage another firm on the bid tabulation. 2) Do not engage any firm and hire staff to manage DuPage County Security.

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: Monterrey Security Consultants	Vendor#: 37860	Dept: OHSEM	Division: Security
Attn: Michael Boyle	Email: Mboyle@monterreysecurity.com	Attn: Craig Dieckman	Email: craig.dieckman@dupagecounty.gov
Address: 2232 S Blue Island Avenue	City: Chicago	Address: 421 N. County Farm Rd	City: Wheaton
State: IL	Zip: 60608	State: IL	Zip: 60187
Phone: 773-565-0405	Fax:	Phone: 630-407-2916	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same as above	Vendor#:	Dept: OHSEM	Division: Security
Attn:	Email:	Attn: Craig Diecman	Email: craig.dieckman@dupagecounty.gov
Address:	City:	Address: 421 N. County Farm Rd.	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-2916	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Dec 1, 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		Security Services	FY25	1000	1130	53809		1,414,299.24	1,414,299.24
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 1,414,299.24

<i>Comments</i>	
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.