



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: SM-P-0011-25	RFP, BID, QUOTE OR RENEWAL #: 25-016-SWM	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$29,930.00
COMMITTEE: STORMWATER	TARGET COMMITTEE DATE: 05/06/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$61,515.93
	CURRENT TERM TOTAL COST: \$29,930.00	MAX LENGTH WITH ALL RENEWALS: FOUR YEARS	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Blueline Security Group, Inc. DBA Signal 88	VENDOR #: 28531	DEPT: Stormwater Management	DEPT CONTACT NAME: Jamie Lock
VENDOR CONTACT: Ralph Khayat	VENDOR CONTACT PHONE: (815) 261-0110	DEPT CONTACT PHONE #: 630-407-6705	DEPT CONTACT EMAIL: jamie.lock@dupagecounty.gov
VENDOR CONTACT EMAIL: rkhayat@teamsignal.com	VENDOR WEBSITE:	DEPT REQ #: 1600-2510	
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.). Contract for daily security services at the Elmhurst Quarry Flood Control Facility			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Security services are required to patrol the Elmhurst Quarry Flood Control Facility after hours on a daily basis.			

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. LOWEST RESPONSIBLE QUOTE/BID (QUOTE < \$25,000, BID ≥ \$25,000; ATTACH TABULATION)
DECISION MEMO REQUIRED	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.
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).

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: Blueline Security Group, Inc. DBA Signal 88	Vendor#: 28531	Dept: Stormwater Management	Division:
Attn: Ralph Khayat	Email: rkhayat@teamsignal.com	Attn: Jamie Lock	Email: jamie.lock@dupagecounty.gov
Address: 440 Airport Drive, Suite G	City: Elgin	Address: 421 N. County Farm Road	City: Wheaton
State: IL	Zip: 60123	State: IL	Zip: 60187
Phone: (815) 261-0110	Fax:	Phone: 630-407-6705	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Blueline Security Group, Inc. DBA Signal 88	Vendor#: 28531	Dept: same	Division:
Attn:	Email: remittance@teamsignal.com	Attn:	Email:
Address: PO Box 8246	City: Omaha	Address:	City:
State: NE	Zip: 68108	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 6, 2025	Contract End Date (PO25): Mar 31, 2027

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 at the Elmhurst Quarry Flood Control Facility	FY25	1600	3000	53090		9,760.00	9,760.00
2	1	EA			FY26	1600	3000	53090		15,088.00	15,088.00
3	1	EA			FY27	1600	3000	53090		5,082.00	5,082.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 29,930.00

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.