



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#: JPS-P-0026-24	RFP, BID, QUOTE OR RENEWAL #: 21354646324	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$93,524.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 10/01/2024	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$93,524.00
	CURRENT TERM TOTAL COST: \$93,524.00	MAX LENGTH WITH ALL RENEWALS:	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: REAL TIME NETWORKS INC.	VENDOR #:	DEPT: Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: TARA SADLER	VENDOR CONTACT PHONE: 1-800-331-2882	DEPT CONTACT PHONE #: 6304072072	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: tara.sadler@realtimenetworks.com	VENDOR WEBSITE: www.realtimenetworks.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 is to replace our evidence lockers and secure refrigerator. This vendor is on Sourcwell contract: 110923-DBM			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Our current solution needs to have proper chain-of-custody logging. We are currently using old school lockers that are secured with padlocks. The new system will provide user logs for all aspects of chain of custody. The access is tied to the user ID card. Currently, we have a single refrigerator for all the kits that need to be refrigerated, which is also secured with a padlock. The new locker system comes with a locked refrigerator unit which will also track chain of custody.			

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. The vendor is on Sourcwell (110923-DBM) and has ready availability for delivery and installation.
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). Maintain the status quo using an antiquated system, search for another vendor which will delay installation or proceed with this purchase

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: REAL TIME NETWORKS INC.	Vendor#:	Dept: DuPage County Sheriff's Office	Division: Budget
Attn: TARA SADLER	Email: tara.sadler@realtimenetworks.com	Attn: Colleen Zbilski	Email: Colleen.Zbilski@dupagesheriff.org
Address: 16-1833 Coast Meridian Road	City: Port Coquitlam	Address: 501 N County Farm RD	City: Wheaton
State: BC	Zip: V3C 6G5	State: IL	Zip: 60187
Phone: 1-800-331-2882	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: REAL TIME NETWORKS INC.	Vendor#:	Dept: DuPage County Sheriff's Office	Division: IT
Attn: TARA SADLER	Email: tara.sadler@realtimenetworks.com	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: 16-1833 Coast Meridian Road	City: RoadPort Coquitlam	Address: 501 N County Farm RD	City: Wheaton
State: BC	Zip: V3C 6G5	State: IL	Zip: 60187
Phone: 1-800-331-2882	Fax:	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 9, 2024	Contract End Date (PO25): Oct 8, 2025

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	see attached quote	AssetTracer Locker Management System - 38 Compartment Single Sided Evidence Locker	FY24	6000	4700	54100		48,195.00	48,195.00
2	1	EA		Refridgerated 6-Compartment Locker	FY24	6000	4700	54100		44,666.00	44,666.00
3	2	EA		RTNHub software Yearly Licence for Asset Tracer, per Terminal	FY24	6000	4700	54100		1,500.00	3,000.00
4	1	EA		Shipping, excluding all duties, fees, import taxes and other charges	FY24	6000	4700	54100		2,550.00	2,550.00
5	1	EA		Onsite Technical Services & Installation & Remote Training	FY24	6000	4700	54100		4,400.00	4,400.00
6	1	EA		Approved Multi-System 10%	FY24					-9,287.00	-9,287.00
										Requisition Total	\$ 93,524.00

FY is required, ensure the correct FY is selected.

<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.