



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

SECTION 1: DESCRIPTION

General Tracking		Contract Terms	
FILE ID#: 25-2367	RFP, BID, QUOTE OR RENEWAL #: 25092217	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$57,574.54
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 10/07/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$57,574.54
	CURRENT TERM TOTAL COST: \$57,574.54	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
Vendor Information		Department Information	
VENDOR: Henricksen	VENDOR #:	DEPT: Sheriff's Office	DEPT CONTACT NAME: Joseph Prosser
VENDOR CONTACT: Phil Wolverton	VENDOR CONTACT PHONE: 630-416-2401	DEPT CONTACT PHONE #: x2043	DEPT CONTACT EMAIL: joe.prosser@dupagesheriff.org
VENDOR CONTACT EMAIL: p.wolverton@henricksen.com	VENDOR WEBSITE: www.henricksen.com	DEPT REQ #:	
Overview			
<p>DESCRIPTION Identify scope of work, item(s) being purchased, total cost and type of procurement (i.e., lowest bid, RFP, renewal, sole source, etc.). Replacement of tables and chairs for two training rooms. Training room 1019 and 1014 are both used for the Basic Correctional Officer's Academy. Purchase includes tables and chairs for both rooms as well as the ability to link the tables together with power outlets. Total cost \$57,574.54. Purchase will be through OMNIA contract pricing.</p> <p>JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished. This is necessary to allow use of computers at each student's work area for class curriculum, weekly exams, and the state exam. This will also allow for a modernization of the training area. Many agencies come to the DuPage County Sheriff's Office to receive their training, and this will allow for more modern instruction and a greater learning environment.</p>			

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. Cooperative Agreement OMNIA #953106
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). A cooperative that has been competitively bid, do not purchase, go to bid and pay higher price.

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: Henricksen	Vendor#:	Dept: Sheriff's Office	Division: Budget Support
Attn: Phil Wolverton	Email: p.wolverton@henricksen.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 1101 W. Thorndale Ave.	City: Itasca	Address: 501 N. County Farm Road	City: Wheaton
State: IL	Zip: 60143	State: IL	Zip: 60187
Phone: 630-416-2401	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same	Vendor#:	Dept: Sheriff's Office	Division: Training
Attn:	Email:	Attn: Cmdr. Joe Prosser	Email: joe.prosser@dupagesheriff.org
Address:	City:	Address: 501 N. County Farm Rd.	City: Wheaton
State:	Zip:	State: IL	Zip: 60187
Phone:	Fax:	Phone: 630-407-2043	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Oct 14, 2025	Contract End Date (PO25): Oct 13, 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			Office Furniture/Equipment	FY25	1300	4460	52000		49,494.54	49,494.54
2	1			Install	FY25	1300	4460	53830		8,080.00	8,080.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 57,574.54

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.