



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-0022-25	RFP, BID, QUOTE OR RENEWAL #: 25-010SHF	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$211,365.00
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 05/06/2025	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$211,365.00
	CURRENT TERM TOTAL COST: \$211,365.00	MAX LENGTH WITH ALL RENEWALS: THREE YEARS	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: Key Tower	VENDOR #:	DEPT: Sheriff	DEPT CONTACT NAME: Dan Bilodeau
VENDOR CONTACT: William Steele	VENDOR CONTACT PHONE: 866-255-2402	DEPT CONTACT PHONE #: 630-407-2402	DEPT CONTACT EMAIL: dan.bilodeau@dupagesheriff.org
VENDOR CONTACT EMAIL: william.steele@keytowerllc.com	VENDOR WEBSITE: https://www.keytower.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.). Repairs and maintenance to Hidden Lake Tower as well as set up of new shed holding radio equipment.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished Tower is out of date and the current shed is falling in on itself damaging radio equipment. The shed has been purchased and is awaiting installation			

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: Key Tower LLC	Vendor#:	Dept: Sheriff	Division: Budget
Attn: Joseph Randol	Email: billing@keytowerllc.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 1802 W Berteau Ave #203	City: Chicago	Address: 501 N County Farm Rd	City: Wheaton
State: IL	Zip: 60613	State: IL	Zip: 60187
Phone: 847-648-1298	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Key Tower LLC	Vendor#:	Dept: N/A	Division:
Attn: Joseph Randol	Email: billing@keytowerllc.com	Attn:	Email:
Address: 1802 W Berteau Ave #203	City: Chicago	Address:	City:
State: IL	Zip: 60613	State:	Zip:
Phone: 847-648-1298	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): May 13, 2025	Contract End Date (PO25): May 12, 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	See Bid 25-010SHF	Radio Tower maintenance and equipment upgrades	FY25	6000	4700	53370		201,407.00	201,407.00
2	1	EA	See Bid 25-010SHF	Radio Tower Maintenance	FY26	1000	4401	53370		4,979.00	4,979.00
3	1	EA	See Bid 25-010SHF	Radio Tower Maintenance	FY27	1000	4401	53370		4,979.00	4,979.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 211,365.00

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.