



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#: 26-1851	RFP, BID, QUOTE OR RENEWAL #: 516522-2	INITIAL TERM WITH RENEWALS:	INITIAL TERM TOTAL COST: \$25,227.47
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 07/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$25,227.47
	CURRENT TERM TOTAL COST: \$25,227.47	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: AVI SPL	VENDOR #:	DEPT: DuPage Sheriff's Office	DEPT CONTACT NAME: Jason Snow
VENDOR CONTACT: David Rubens	VENDOR CONTACT PHONE: (847) 437-7712	DEPT CONTACT PHONE #: 630-405-2071	DEPT CONTACT EMAIL: jason.snow@dupagesheriff.org
VENDOR CONTACT EMAIL: David.Rubens@avispl.com	VENDOR WEBSITE: www.avispl.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.). AVI-SPL is an existing county vendor with prior experience supporting DuPage County audiovisual systems. This project requires specialized Kramer programming and integration services for existing Sheriff's Office training room equipment. Utilizing the incumbent vendor provides continuity, reduces implementation risk, and leverages their familiarity with the current environment to efficiently complete the work.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished AVI-SPL is an existing county vendor with prior experience supporting DuPage County audiovisual systems. This procurement provides specialized Kramer programming and integration services for existing Sheriff's Office training room equipment. Vendor familiarity with the current environment reduces implementation risk, improves project efficiency, and ensures continuity with previously deployed systems.			

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.
OTHER PROFESSIONAL SERVICES (DETAIL SELECTION PROCESS ON DECISION MEMO)	

SECTION 3: DECISION MEMO	
SOURCE SELECTION	Describe method used to select source. AVI-SPL was selected based on prior successful work performed for DuPage County and their familiarity with the existing audiovisual environment and owner-furnished Kramer equipment. The project requires specialized programming, integration, testing, and commissioning services for existing Sheriff's Office training room AV systems. Utilizing a vendor already familiar with the environment reduces implementation risk, shortens deployment time, and minimizes operational disruption.
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). Approve AVI-SPL to provide Kramer programming and integration services for existing Sheriff's Office training room audiovisual systems. AVI-SPL's familiarity with the current environment, prior county experience, and specialized expertise will provide continuity and efficient project completion. Solicit proposals from additional AV integration vendors. This may increase project duration and costs due to onboarding a vendor unfamiliar with the existing environment and owner-installed equipment. Defer the project and continue operating the current systems without programming updates. This would leave training room functionality incomplete and limit the usability of existing audiovisual investments.

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: AVI SPL	Vendor#:	Dept: DuPage County Sheriff's Office	Division: Civil Department
Attn: David Rubens	Email: David.Rubens@avispl.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 150 N. Martingale Rd Suite 1400	City: Schaumburg	Address: 501 N County Farm RD	City: Wheaton
State: IL	Zip: 60173	State: IL	Zip: 60187
Phone: (847) 437-7712	Fax:	Phone: 630-407-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: AVI SPL	Vendor#:	Dept: DuPage County Sheriff's Office	Division: IT Department
Attn: David Rubens	Email: David.Rubens@avispl.com	Attn: Jason Snow	Email: jason.snow@dupagesheriff.org
Address: 150 N. Martingale Rd Suite 1400	City: Schaumburg	Address: 501 N County Farm RD	City: Wheaton
State: IL	Zip: 60173	State: IL	Zip: 60187
Phone: (847) 437-7712	Fax:	Phone: 630-407-2072	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 7, 2026	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		Includes cable, connectors, hardware, switches, relays, terminal blocks,	FY26	1000	4404	52100		100.00	100.00
2	1	EA		Professional Integration Services	FY26	1000	4404	53020		24,904.00	24,904.00
3	1	EA		General & Administrative	FY26	1000	4404	53020		223.47	223.47
										Requisition Total	\$ 25,227.47

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.