



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#: 26-1884	RFP, BID, QUOTE OR RENEWAL #: 26-060-SHF	INITIAL TERM WITH RENEWALS: OTHER	INITIAL TERM TOTAL COST: \$87,606.65
COMMITTEE: JUDICIAL AND PUBLIC SAFETY	TARGET COMMITTEE DATE: 07/07/2026	PROMPT FOR RENEWAL:	CONTRACT TOTAL COST WITH ALL RENEWALS: \$87,606.65
	CURRENT TERM TOTAL COST: \$87,606.65	MAX LENGTH WITH ALL RENEWALS: ONE YEAR	CURRENT TERM PERIOD: INITIAL TERM
<i>Vendor Information</i>		<i>Department Information</i>	
VENDOR: VidSourcing LLC	VENDOR #:	DEPT: Sheriff's Office	DEPT CONTACT NAME: Joseph Prosser
VENDOR CONTACT: David Wheeler	VENDOR CONTACT PHONE: 619-273-3287	DEPT CONTACT PHONE #: x2043	DEPT CONTACT EMAIL: joe.prosser@dupagesheriff.org
VENDOR CONTACT EMAIL: david@vidsourcing.com	VENDOR WEBSITE: https://www.vidsourcing.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 project will replace 55 Philips Heartstart AED's. Every DuPage Sheriff's Office Squad car has an emergency bag assigned to the Deputy which includes a functional AED. Total cost is \$87,606.65 which was procured via lowest bid.			
JUSTIFICATION Summarize why this procurement is necessary and what objectives will be accomplished We currently have 68 Philips Heartstart FRX AED's that are out of warranty. This will replace 55 of those AED's.			

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: VidSourcing LLC	Vendor#: 26-060-SHF	Dept: Sheriff's Office	Division: Budget Support
Attn: David Wheeler	Email: david@vidsourcing.com	Attn: Colleen Zbilski	Email: colleen.zbilski@dupagesheriff.org
Address: 1220 Rosecrans St.	City: San Diego	Address: 501 N. County Farm Road	City: Wheaton
State: CA	Zip: 92106	State: IL	Zip: 60187
Phone: 619-273-3287	Fax:	Phone: 630-107-2122	Fax:
<i>Send Payments To:</i>		<i>Ship to:</i>	
Vendor: Same	Vendor#:	Dept:	Division:
Attn:	Email:	Attn:	Email:
Address:	City:	Address:	City:
State:	Zip:	State:	Zip:
Phone:	Fax:	Phone:	Fax:
Shipping		Contract Dates	
Payment Terms: PER 50 ILCS 505/1	FOB: Destination	Contract Start Date (PO25): Jul 14, 2026	Contract End Date (PO25): Jul 13, 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	55	EA		FRx w/carry case	FY26	1000	4400	52000		1,264.00	69,520.00
2	80	EA		HS1 Battery	FY26	1000	4400	52000		121.77	9,741.60
3	55	EA		AEE inspection/maintenance tags	FY26	1000	4400	52000		2.16	118.80
4	55	EA		AED key chain	FY26	1000	4400	52000		0.55	30.25
5	200	EA		FRx smart pads	FY26	1000	4400	52320		40.98	8,196.00
<i>FY is required, ensure the correct FY is selected.</i>										Requisition Total	\$ 87,606.65

<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.